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The Master of the Royal Tents and his Records

BY NEVILLE WILLIAMS, M.A., D.PHIL., F.S.A.

IN THE mid-twentieth century tents are associated with fêtes and fairs, cricket-grounds and camps, beaches and the 'big top'. A number of people still spend their holidays under canvas, but hardly anybody lives under it for good, compared with the several thousand British families that were permanent tent-dwellers when the census of the population was taken in 1851. For all their pleasurable uses tents have rather come down in the world and it is, perhaps, not surprising that the master of the royal tents and his predecessors have been left in the margin of history.¹

For five and a half centuries the kings and queens of England maintained officials solely concerned with the custody of the royal tents. As far back as the reign of Henry I there was a keeper of the tents (*cortinarius*) attached to the royal household.² As the king progressed about his realm the tent-keeper would erect the tents he carried with him on his sumpter mules as required. The king himself did not often sleep under canvas, but many of the lowlier officials of the itinerant court regularly had to put up with such makeshift accommodation. The royal pavilioner, as he became called in the fourteenth century, grew in importance with the popularity of the tournament in England; and at the tournament grounds at Tickhill and Brackley he would supervise the building of stands from which ladies could safely view the displays of chivalry. When the king took the field with his army, whether in the Welsh Marches or in France, the pavilioner would be in attendance to pitch the royal headquarters; the royal pavilion had not the cosiness of a modern field marshal's caravan, but it served the same purpose. As armies grew in size more and more soldiers had to be accommodated in tents. In the Marsh of Calais in 1346 arose whole streets and squares of tents for the troops and the army of court officials so that a Westminster chronicler imagined that London had been transported across the Channel.³ The man responsible for this operation was John Yaxley, the first pavilioner we know by name, who served Edward II in his last years and continued in office down to 1357; the last of the line was John Wright who served at the end of Charles II's reign and had no successor.⁴ By the end of the seventeenth century the office had become redundant and such duties as remained in connexion with the provision of tents were transferred to other officials.

The main reason why his office has been passed over is that until the Tudor period few independent records of his department have survived. The pavilioner remained to the end an official of the Wardrobe and certain of his purchases of canvas, ropes and other materials in the medieval period can be traced in the Wardrobe Accounts among the records of the Exchequer; but since the records of the royal household proper have not come down to us for these centuries it is to the Chancery Enrolments and the Exchequer Accounts that one must turn for clues to his office.⁵ One of the few particulars of account to have survived from the fourteenth century is concerned with the funeral of Piers Gaveston. In January 1315 Edward II was at last in a position to bury his favourite with full honours and he caused his body, which had lain for two years in the house of the Friars Preachers at Oxford, to be borne in state to King's Langley. Three pavilions were despatched to the Hertfordshire royal manor from the Tower of London for these obsequies at a cost of £4. 13s. 1d.⁶

However difficult and dangerous the journeys might be as the medieval kings progressed about their realm the presence of the sergeant of the tents in the *entourage* guarded against their being stranded

¹ T. F. Tout does no more than list the King's pavilioners of the fourteenth century (*Charters in Administrative History*, IV, Manchester 1928, p. 390). J. H. Johnson makes no mention of the office in his seemingly exhaustive study of the royal household for the first decade of Edward III's reign in *The English Government at Work, 1327-1336* (ed. J. F. Willard & W. A. Morris, *Publications of the Medieval Academy of America*, 1940), I; and historians who have discussed the households of later kings and queens have passed over the office.

² 'Constitutio Domus Regis' in *Dialogus de Scaccario* (ed. Charles Johnson, *Nelson's Medieval Texts*, Edinburgh 1950), p. 135.

³ John Reading; see Tout, *loc. cit.*, III, p. 169.

⁴ Audit Office, Declared Accounts (A.O.1)/2297/40. These and all the manuscripts to which reference is made in this article are in the Public Record Office; the records quoted in which Crown Copyright is reserved are printed by permission of the Controller of Her Majesty's Stationery Office.

⁵ This point is forcefully made by V. H. Galbraith, *An Introduction to the Use of the Public Records* (1952 edn.), p. 44.

⁶ Exchequer, Queen's Remembrancer, Various Accounts (E.101)/375/15.

for the night. By the end of the middle ages each sub-department of the royal household had come to have its own tent or hale, just as it had always had its own sumpter mules. The wardrobe of beds and the wardrobe of robes had a large hale apiece while smaller hales sufficed for the larder, the buttery, the kitchen, the scullery, the spicery, the chandlery and the pitcher-house. The 'King's Lodging' comprised a thirty foot pavilion for the guard, three hales of more than average size, a 'house of timber with the bents laced to the same and covered with canvas' and—surely a Renaissance touch here—a 'house called the house of Naples'; of the two last one formed the privy chamber, the other a bedroom.⁷

During the earlier part of Henry VIII's reign Richard Gibson was both pavilionary or serjeant of the king's tents, and serjeant of the revels, the court entertainment officer. He officiated in both capacities for instance at the jousts held to celebrate the marriage of the earl of Devon with Gertrude Blount in October 1519, when he provided gorgeous trappings for the horses suitably 'lozenged and cross-lozenged with cloth of gold, every lozenge embroidered with true loves'.⁸ As stage-manager of pageantry the arrangements for the Field of the Cloth of Gold in 1520, for which he was largely responsible, were Gibson's *tour de force*. The summit meeting of the Kings of England and France was fixed for high summer, but the serjeant of the tents was reluctant to start work until spring weather had arrived. In early April Nicholas Vaux, the captain of Guisnes, wrote to Wolsey that the banqueting-house was far from complete and that Gibson 'who should cover the rofes with seared canvas, is not yet comen, and it is high time his works were in hand, for it must be painted on the outside, and after curiously garnished under with knots and batons gilt and other devices'.⁹ After a late start Gibson and his team of workmen busied themselves with commendable zeal. The transport of all the materials from England across the Channel was quite a feat in itself—canvas, timber, ironwork, cloth and paint. Apart from the works at Guisnes a special pavilion, covered with cloth of gold, was erected at Gravelines for the meeting between King Henry and the Emperor Charles V. Elaborate galleries were constructed round the lists for the ladies and two great triumphal arches. For the English court and its great following nigh 400 tents of varying size were put up. There was friendly rivalry between Gibson's party and the French officials who were erecting the pavilions for the entourage of Francis I in the camp outside Ardres; each side strove to outdo the other in the splendour of their tents. When all was finished a French correspondent comparing the two camps considered the English tents were hardly fewer than the French and in fine order. Another witness of the scene at Guisnes grew rapturous at the beauty of Gibson's pavilions which, he thought, 'exceeded the pyramids of Egypt' in wonder.¹⁰ But the most remarkable construction of all was Henry VIII's banqueting-house, 'the most sumptuous ever'. It rested on stone foundations and had brick walls, but the rest of the structure was of wood and canvas. The whole was covered outside by cloth painted to resemble brickwork *à l'antique*. Inside was tapestry of cloth of gold and silver, interlaced with the king's personal colours of white and green. The house contained four great *corps de maison* and eight *salons*. The chapel was painted blue and gold with hangings of gold and silver, and rich cupboards of plate. The gates were like those of a great castle. At one door were two gilt pillars, bearing statues of Cupid and Bacchus, from which flowed streams of malmsey and claret into silver cups for any who wished to drink. The whole scene seemed to the beholder to be very much attuned to the days of the knights errant.¹¹ The Field of the Cloth of Gold, with the festivities lasting for a full twenty days in a cloudless June, rivals the Congress of Vienna as one of the most colourful spectacles of European history. It is as well that the man behind all this pomp should not be forgotten. At the end of the financial year it was discovered that the bill for the jousts and the king's jousting clothes alone topped £3,000; but Richard Gibson was rewarded for all his work during that year with no more than his usual £10.¹²

The court offices concerned with the royal tents and with the revels remained closely associated until 1560. Although after Gibson's death the revels became an independent office for a few years, they were once again amalgamated with the tents on the appointment of Sir Thomas Cawarden in

⁷ E.101/414/7.

⁸ *Letters & Papers of Henry VIII*, III, p. 1551.

⁹ *Ibid.*, pp. 239, 259.

¹⁰ *Ibid.*, pp. 280, 305-6.

¹¹ *Ibid.*, no. 869.

¹² *Ibid.*, pp. 305, 1544.

1545 to be both Master of the Tents and Master of the Revels, even if this was done by two separate patents.¹³ There was not, after all, such great differences in the tasks which Cawarden had to perform in his two capacities. Erecting the stage and seating for a masque in Westminster Hall required the same skills and much the same equipment as erecting pavilions for the jousts; while the business of 'airing, repairing, laying abroad, turning, sewing, mending, tacking, sponging, wiping, brushing, making clean, folding and laying-up of the masques' garments' could all be done by the same staff that looked after the 'repairing, amending, airing and laying-up of the tents'. Under Cawarden the department was moved from Warwick Lane to Blackfriars. The greater part of the Dominican Friary was granted to Cawarden at the Dissolution, yet not content with this lavish grant he pulled down the parish church of St. Anne on the plea that he needed the site as a storehouse; in fact he built private tennis courts there and turned the cemetery into a carpenter's yard. The enraged parishioners appealed to Henry VIII who instructed the master of the tents to provide a room for public worship in his house. Left a legacy under the terms of Henry VIII's will, Cawarden succeeded in keeping his post through all the political changes of the mid-sixteenth century.¹⁴ He was clearly a man of some energy. One day he would be supervising the making of a hale for Cuthbert Vaughan who was leading 300 soldiers in the north, the next providing tents to store the victuals of the army in France and a week later putting on a masque at court.¹⁵

It was during Cawarden's mastership that detailed accounts were kept for the first time. These begin in June 1555 and the series continues without a break until Michaelmas 1640; at the Restoration the series recommences and accounts have survived down to February 1676. These are all in the form of Declared Accounts and are to be found in both the Pipe Office (E.351) and the Audit Office series (A.O.1) in the Public Record Office. As is well known accounting-officers delivered two copies of their accounts for declaration: one, on parchment, which became the Pipe Office copy, the other on paper for the Audit Office. Complete sets of the accounts of the master of the tents have not survived in the records of each department, yet every year is documented from one series or the other: there are 25 rolls in the Pipe Office series while the Audit Office has 40 rolls.¹⁶

These detailed records not only shed light on the administration of the royal household and provide a footnote to some of the more interesting events in the court calendar of the Tudor and Stuart periods; they are also a source for wage-rates of skilled artisans and for prices of a considerable range of commodities. Between 1555 and 1559 when Sir Thomas Cawarden was both master of the tents and master of the revels these accounts are of even greater interest; no separate 'revels' accounts for those years have survived for Cawarden kept a combined account as master of the tents which furnishes details of some interest to the student of drama. Characters emerge such as Richard Bossome who was rewarded with 52s. 8d. in 1555 'for devising of patterns for maskes': was he a wardrobe-master, a painter of scenery or a choreographer? Two years later there was considerable expense in preparation for 'a greate maske of Almaignes, Pylgrymes and Ireshemen' which was performed at court on the night of St. Mark's Day. The art of theatrical make-up was not unknown to Cawarden for at one performance he spent 53s. 4d. 'in making of arms and legs stained flesh colour'.

No-one was busier than old Cawarden in the first year of Elizabeth's reign. Apart from the coronation, which involved him in furnishing awnings for Westminster Abbey and new pavilions for the Whitehall tiltyard, he was required to stage a brilliant series of court masques. In May 1559, for instance, he produced as master of the revels the 'Masque of Astronomers' at Whitehall in a new banquetting-house which he had constructed as master of the tents, with large windows made of basket-work. Later that summer, a few weeks before his death, he supervised the erection of another banquetting-house at Horsley in Surrey where a 'Masque of Shipmen and Maids of the Country' was acted before the queen on progress. All the gear went up river from Blackfriars to Hampton Court by barge and thence by land to Horsley.¹⁷

¹³ See E. K. Chambers, *Notes on the History of the Revels Office under the Tudors* (1906), pp. 7-9.

¹⁴ *Ibid.*, pp. 7-18 and also Chambers, *Elizabethan Stage* (1951 edn.), I, pp. 72-4; T. Craib, 'Sir Thomas Cawarden' in *Surrey Archaeological Collections*, XXVIII (1915), pp. 7-28. A. J. Kempe in *The Loseley Manuscripts* (1853) prints draft accounts and other documents of Cawarden but none of them concerns the tents. Cawarden was also Keeper of Nonsuch Palace during the reigns of Edward VI and Mary.

¹⁵ Exchequer, Pipe Office, Declared Accounts (E.351)/2935.

¹⁶ E.351/2935-2959; A.O.1/2294/1-2297/40. See *Public Record Office, List & Index*, II (1893), preface, and pp. 73, 277-8.

¹⁷ E.351/2935 *passim*.

After Cawarden's death his various offices were distributed. Henry Sackford became the new master of the tents with a fee of £30 and served the Queen to the end of the reign. Sir Thomas Benger became master of the revels and was also placed in charge of the royal banquetting-houses. Cawarden had also acted for a number of years as master of the toils or hunting-nets, a post now granted to John Tamworth. The headquarters of all three offices were before long moved from Blackfriars to buildings in Clerkenwell, once part of the Hospital of St. John of Jerusalem. The old chapel of the Hospital became a store-room for the tents.¹⁸ The staff of the queen's tents now comprised a master, a clerk-controller, a clerk, a yeoman, a groom to look after the horses and a porter. This establishment with the allowances as laid down in 1560 remained in force for over a century. The officials were paid diet and wages according to the number of days they actually worked—an average of eighty days a year.¹⁹ Tailors, painters, carpenters and other workmen were engaged as required and paid at piece rates. The very full accounts of Sackford's mastership provide us with abundant details about the costs of materials: canvas, sackcloth, 'ropes of divers sorts for triangles, crowsfeet and ground-tackle', leather, ironwork for pins, hoops and joints, timber for poles and tubs for the poles to rest in, thread, tape, buttons and paint. The furnace 'to air the storehouse to avoid mould and mustiness' consumed £40 of fuel a year; even with such care canvas tents did not have a very long life once they had been thoroughly soaked by rain.

Queen Elizabeth's habit of progressing about her realm in full triumph to show herself to her people involved Henry Sackford in a great deal of work. Each year various new tents and round-houses were furnished 'against Her Majesty's progress'. His staff not only made and repaired the tents but attended the queen on progress. Most of the tents and haies taken on progress were used as stabling for the horses and coaches and lodgings for the grooms and the officials of the avenary. Carts were hired to carry all the gear at the rate of 2d. a mile. Between 1571 and 1601 Sackford made 32 haies, 12 round-houses, 2 square-houses and 2 chambers solely for the progresses; and by the end of the century this had become an important item in the budget of the royal household.²⁰

Each year there would be special functions at court demanding Sackford's ingenuity, for whenever state pageantry was required out-of-doors there we find the master of the tents. Throughout the reign of Elizabeth I we keep coming across references to the construction of temporary banquetting-houses by the master of the tents at several of the chief royal residences. Whitehall Palace appears to have had no permanent banquetting-house until 1607,²¹ when the forerunner of Inigo Jones's building began its short and fateful life; at Nonsuch which had taken shape as a glorified hunting-lodge the banquetting-house was an afterthought, and even at Greenwich there was no room sufficiently spacious for entertaining large numbers of guests. Usually the structures of wood and canvas devised by the master of the tents were little more elaborate than *marquées* at a commemoration ball, but on occasion an exceptionally splendid banquetting-house was called for, such as that erected at Whitehall in the spring of 1581 to impress the embassy arriving from France to negotiate a marriage between Elizabeth and the Duke of Alençon. It was 'in manner and fourme of a long square, 332 foot in measure about', consisting of uprights covered with canvas. The outside was painted to resemble stone; the inside was decked out with spangled greenery and greengrocery like a harvest festival; 'strang fruits as pomegranetts, orrengs, pompions [pumpkins], cowcombers, grapes, carretts, pease' hung from the roof and the rest of the interior was 'most cuninglie painted, the cloudes with the starres, the sunne and sunne beames ... most richlie garnished with gould'. There were no fewer than 292 glass windows. Sackford's banquetting-house cost £1,744. 19s. 2d. and was completed in twenty-four days, the three Liziarde brothers setting the pace for a team of painters.²²

Since James I was little less energetic than Elizabeth I in progressing about the kingdom the master of the tents was kept fully occupied. At the beginning of the reign 11 haies and 5 round-houses were made for the king's progress. In 1610 a great hale, a round-house and two tents were provided for this purpose and seven years later 4 new tents were ordered for the king's return visit to his

¹⁸ Chambers, *Revels*, p. 20. In one account mention is made of payments for lead and solder 'to mend the church where the store of the office lieth' (E.351/2937).

¹⁹ The master had 4s. a day diet and wages, the groom 18d., the porter 1s. and the other three officials 3s. apiece.

²⁰ E.351/2936-7; A.O.1/2293/3.

²¹ G. S. Dugdale, *Whitehall Through the Centuries*, London 1950, pp. 19, 33.

²² E.351/2937; *L.C.C., Survey of London*, XIII (1930), p. 117.

Scottish realm. In 1619 Charles, Prince of Wales, became entitled to a tent of his own. Three old haies that had remained in the storehouse on Queen Elizabeth's death saved the day when King James announced at very short notice that he would take up residence for a few days in the Tower of London. It was quicker to patch up the haies than repair the leaky roof in the White Tower. In 1607 James granted the buildings in St. John's, Clerkenwell to Lord Aubigny. The clerk-controller who had since 1560 lived on the premises was given £15 a year compensation and this allowance was paid to his successors down to the end of the Civil War. Under the first Stuart the expenses of the royal tents rarely exceeded £1,000 a year and sometimes were only a quarter of that sum.²³ Under Charles I, however, the tents, haies and pavilions swallowed up a great deal of public money.

A new reign demanded new tents and pavilions. Amongst other innovations was the making of a large gallery for the royal hunt. With the king's marriage painters were busy adding hatchments with the queen's arms to all the pavilions. We see the military importance of tents in the arrangements during the Bishops' Wars. The king's own pavilion needed extensive repairs; a new tent was provided for the Council of War, another for the heralds and a third for the royal chaplains, while a large hale was made for the king's bodyguard. The removing wardrobe, the cellar, the buttery, the larder, the kitchen and all the other 'below-stairs' departments of the household accompanied the king on his campaigns; Charles did not intend to rough it in the field. The expenses of pitching the royal camp at Goswick and elsewhere were not small as workmen had to be engaged to level the ground. The first Bishops' War involved the master of the tents in spending £5,779. Because of the outbreak of the Civil War he was unable to pass his account through the Exchequer until the end of 1649.²⁴

With the Restoration tents and pavilions came into their own again. Everybody who was anybody was issued with one—General Monck, the Duke of Ormonde, Mr. Secretary Nicholas, Colonel Russell of the Grenadier Guards, the Lord Privy Seal and the Keeper of the Privy Purse. The Duke of York had three tents for his use at Tonbridge. Before long the king's barber had one and the king's barge-master and even the king's coffeeman. At last the master of the tents was permitted to issue himself with a tent. On his marriage Charles II ordered a wonderful new pavilion with four turrets and numerous pyramids to be set up at Hampton Court as a headquarters for honeymoon picnics. Catherine of Braganza's host of attendants all became entitled to tents before the honeymoon was out—ladies-in-waiting, chaplains and even shoemakers. Special awnings were made for Queen Catherine's use on her way to Mass. Barbara Villiers, Duchess of Cleveland, for some reason had to wait until 1675 before she was granted a tent of her very own. In 1662 the first aid tent arrived on the scene—'two large tents with lodgings to attend the court for sick persons, if need should require' were made by order of the Lord Chamberlain. At a party held in Windsor Great Park in 1675 the royal musicians played from what appears to have been a canvas bandstand. Later in the reign, with the growing popularity of horse-racing, tents were erected as grandstands at the courses at Newmarket and Tonbridge where, from time to time, many were 'sorely wounded and torn by winds and foul weather'. Perhaps it was horse-racing that prodded the invention of horse-tents with 'built-in' mangers. Tents were increasingly used to house stores of one kind and another, notably in the dockyards, and put to much the same uses as the Nissen huts of a later age. With all this activity the master of the royal tents, haies and pavilions was spending little under £10,000 in each year of the sixteen-seventies. Retrenchment was very necessary.²⁵

Once the court had become permanently settled in Westminster there was little need for a master of the royal tents and the office remained unfilled after the Revolution. Royal progresses, no less than tournaments, had come to an end and when next a British sovereign travelled the realm it would be in the royal train. Under Queen Anne and the early Hanoverians the tents in the palace gardens at St. James's, Kensington and Hampton Court and in Windsor Great Park gave way to classical temples, grottoes and summer-houses. If a king of England led his army in the field, as did William III and George II, suitable accommodation was provided by the military; while at coronations and other state occasions temporary structures could be built by the officers of the king's works. Today whenever Her Majesty holds a garden party in the grounds of Buckingham Palace it is the Ministry of Works which erects the tea tent and the crimson *Shamiana*, with the dais beneath it, brought home by George V from the Delhi Durbar.

²³ E.351/2939; A.O.1/2292/4; A.O.1/2293/9, 11.

²⁴ A.O.1/2293/13; A.O.1/2295/23.

²⁵ A.O.1/2295/24-7; A.O.1/2297/38.

Manuscript Collections in the British Library of Political and Economic Science

BY C. GEOFFRY ALLEN, M.A.

ON THE 7th of March 1898 the British Library of Political Science,¹ founded two years earlier 'for promoting the study and general knowledge of political, economic and social science', reported the receipt among other valuable gifts of 'a unique collection of trade union documents from Mr. and Mrs. Sidney Webb, comprising between one and two hundred volumes of rules and pamphlets . . . and about forty closely filled pamphlet boxes of manuscript extracts'. This collection, partly manuscript and partly printed, arising out of the activities of persons closely connected with the London School of Economics (if one dare use so colourless a phrase of the Webbs) and presented by them to the Library, is in all these respects typical of much of the 'manuscript' material now in the Library.

Besides this, the Webbs jointly or severally presented seven other collections of papers, including the raw material of another major work, the ten-volume history of English local government, and of articles in the *New Statesman* on professional organisation, and the fruits of service on such bodies as the Royal Commission on the Poor Law, the National Committee for the Prevention of Destitution, and the Reconstruction Committee of 1916 to 1918. Similarly, Lord Beveridge's public service resulted in a dozen collections of papers, ranging from Agricultural policy in 1913 to Federal Union in 1939. Social investigators presented their data, whether they were the six note-books in which D. F. Schloss recorded his investigations into boot-making in 1888, or the innumerable reports, note-books, tabulations and maps of Charles Booth's *London life and labour*. Nor does this particular stream show any signs of drying up, for among recent gifts were several sets of diaries and field note-books compiled by the late Professor S. F. Nadel in the course of anthropological researches in Nigeria and the Sudan in the years 1934 to 1943.

This Journal is not the place for a catalogue of the Library's manuscripts, even if one were possible, still less for full inventories of particular collections; but a more detailed description of the principal items in this and other categories, and an indication of their scope and interest, may not be amiss.

There is no record of the original state of the Trade-Union Collection, but it must have been a self-contained archival unit, the total product of a particular activity. As finally catalogued, however, it contains much more than the gift described in the report of 1898, for the Webbs continued to amass material on trade-unions and to pass it over at intervals to the Library, an activity which may perhaps be reckoned as a partial prolongation of the original one, but which owing to its restricted character alters the final balance of the collection.

The first section, occupying 54 volumes, is the least changed. It contains the material that would not have existed but for the Webbs' investigations, and apart from a volume on the employment of women made up of material collected in 1913, it appears to consist entirely of notes and extracts made by the Webbs for their *History of trade unionism* (1895) and *Industrial democracy* (1897), letters from trade-union officials and others in answer to inquiries, records of interviews, various drafts of *Industrial democracy* and criticisms by W. A. S. Hewins, then Director of the London School of Economics, and F. Y. Edgeworth. The bulk of the material is arranged by trade, and inventoried item by item.

The 125 volumes of section B, similarly inventoried, contain supporting documents, mostly printed; but interspersed among them are some reports with manuscript comments and even a few files of union correspondence—an interesting example of archival migration. The remaining sections, containing union rules and periodicals and addenda, need not detain us.

¹ Though the Library has always functioned as the library of the London School of Economics, which is now the sole trustee, it still remains formally independent, and has obligations to the general public wider than those usually assumed by university libraries.

It is apparent from the 1898 description that the distinction between section 1 and the rest is original. Not so the finer details of arrangement and cataloguing: but principles of arrangement were not far to seek, and the resulting inventory is easy to follow.

Equally formidable was the Local Government Collection. The books in question were published between 1903 and 1929, and there were notable gaps from 1908 to 1913 and from 1913 to 1922, when the Webbs were too occupied with other concerns to continue with their project. At intervals during the years 1899 to 1906, as readers of *Our Partnership*² will remember, one or both of them, occasionally with a research assistant, would progress from parish to parish or borough to borough, interviewing municipal officials, persuading the Mayor to let them have free use of the minutes and reports, or copying some 'most interesting minutes of the old select vestry'. They had intended originally to investigate the structure and functions of modern local government, because local institutions seemed to them to be the typical institutions of what we should now call the welfare state; but they soon found them to be rooted in the past, so that in the end the historical introduction came to swallow the rest of the work, and only the history of the poor law was brought up to date.

The voluminous notes that they took and the extracts they made from books and articles were written on separate sheets to facilitate shuffling and re-shuffling (cf. *Our Partnership*, p. 154-5), and when the papers were handed over, most of them in 1924, some of them were still grouped by localities, while others had been more or less completely re-arranged by subject. Some of these subject groups, such as Municipal corporations and Prisons, were left, but for the rest, in accordance with the Webbs' wishes, the predominant arrangement by local authority was restored. Besides the extracts there are drafts of some chapters of the books, including some that were never published, and connected accounts, sometimes in note form, of particular topics. In all there result 115 folders dealing with local government generally, including copious extracts from local acts, and 335 dealing with particular localities. The inventory that accompanies them is very summary as regards the general section, but records under each locality the title and covering dates of the records extracted. Furthermore, the collection was examined in 1950 by Ruth Atkins with a view to discovering what material it contained that related to the period after 1835 and had not been exploited by the Webbs. Her penetrating analysis is in the Library along with the inventory.

Another collection whose value has outlived the original purpose of its compilation is the Madge Collection on Crown Lands, consisting of 109 bound volumes of extracts, abstracts and references to public records relating to the survey and sale of crown lands during the Commonwealth.³ Though the original records are all available for consultation they are divided between the Public Record Office, the British Museum and Cambridge University; and even apart from the indexes—of bargains and sales enrolled on the close rolls, to the contractors' journals, of tenants, creditors assigned bills, purchasers and conveyances—the topographically and systematically arranged typewritten data are an invaluable guide to material of continuing local interest.

None of the other collections of material for books and articles approaches these in extent or complexity except that produced by Charles Booth and his helpers for the books on London life and labour.⁴ Like the Trade-union and Local Government collections they have continued to be a rich vein for the social historian and in this case for the geographer also.

After the death of Booth the original papers remained in the possession of his family, and were moved and stored a number of times. Some of them appear to have been lost: at any rate there are sections of the book for which there are no corresponding investigators' reports. But one cannot be certain whether these were retained by Booth. In the case of Beatrice Webb, his cousin by marriage, the original notes are in her own diary, and the report was published in *The Nineteenth Century* before being incorporated in Booth's survey.⁵ The numerous moves also resulted in considerable disorganisation, and order had to be re-imposed. A first division into notebooks and loose papers was obvious

² Beatrice Webb, *Our partnership*, p. 156 sqq.

³ S. J. Madge, *The domesday of crown lands: a study of the legislation, surveys and sales of royal estates under the Commonwealth*. Routledge, 1938.

⁴ Charles Booth, ed., *Labour and life of the people*, 2 vols., Williams and Norgate, 1889-91. *Life and labour of the people in London*, 9 vols. and maps, Macmillan, 1892-97. The same, 17 vols., Macmillan, 1902-03.

⁵ 'London dock labour in 1887' by Beatrice Webb, *The Nineteenth Century*, Oct. 1887; *Life and labour* (1902), Poverty, vol. 4, ch. 1.

enough. The 392 notebooks, containing the record of house-to-house inquiries, fell into a dozen different series, some numbered and some not; the loose papers were found to consist of lists, interviews, replies to questionnaires, statistics, reports of investigators, notes by Booth and some correspondence. As these types of material recurred for each trade investigated, as well as for churches and chapels, the papers were finally arranged by trade in the order of the 1902 edition. (Many of them had been prepared for the original publication of 1889-91, but the material had been incorporated in the later expansions, so that it is reasonable to take the 1902-3 edition as definitive.) It seems at times a curious order, for while the furniture trade is in the first series, vol. 4, ch. 6, cabinet makers are in the second series, vol. 1, part 2, ch. 1. But it is the order of Booth's published work, which is sufficient justification. In any case, a detailed inventory and indexes make the use of the papers easy.

Of a somewhat different nature are the results of more modern inquiries, such as that made in 1932 by the British Co-ordinating Committee for the Scientific Study of International Relations into the study of such matters in British public schools and grammar schools, or the Liberal Party's Education Questionnaire of 1924. In these cases the material consists either of completed forms, or sets of replies to identical questions, and presents no problems of arrangement or cataloguing. The papers were presented by representatives of the organisations making the investigations.

In all these cases the surviving records were produced, collected or extracted in the course of investigations whose results were subsequently published. The Food Control Papers, on the other hand, originated during 1916-1921 in the activities of the Ministry of Food and connected committees. The various volumes reflect this, having such titles as *Brewing restrictions 1916/17*, *Departmental Committee on Food Prices 1916*, *Conduct of the ministry under Lord Rhondda*, *Diary of the Ministry of Food*, and the like. Nevertheless they are in no sense the archives of the Ministry of Food, for they owe their present form to the writing of a book,⁶ and include various historical drafts. As might be expected, the collection contains very little that is manuscript in the strict sense of the word: the typewriter has taken the place of the pen. The same is true of the other material presented by Lord Beveridge from 1938 onwards, reflecting his service at the Ministry of Munitions, on the Sub-committee on Agricultural Policy in 1913, the Alcohol Enquiry Committee of 1926-27, the Capital and Labour Sub-committee of 1913, the Coal Commission of 1925-6, the Tithe Redemption Committee of 1921-3 and the Unemployment Insurance Committee of 1915. None of these collections is very elaborate and only modest inventories are necessary.

Very similar to these Beveridge papers are the smaller Webb collections connected with the activities of the Board of Trade, and the Ministry of Reconstruction, with national registration and the relief of distress. Though some of these partially duplicate public records, they are essentially private archives, personal in arrangement and containing more or less of material peculiar to themselves.

The same is true of the recently acquired papers amassed by W. J. Braithwaite during the short but hectic period when he assisted in the preparation of the National Insurance Bill of 1911. They include his diary (largely incorporated in his memoirs), the full typescript of the memoirs, which were posthumously published in an abridged form as *Lloyd George's Ambulance Wagon*,⁷ and a quantity of loose papers comprising memoranda, successive drafts of the bill, correspondence with Lloyd George, with the actuaries, with deputations and with others, lists of points to be settled, one of which, and that a long one, was made out on the Sunday before the First Reading, and even an office joke. They were presented by Miss Braithwaite in 1957.

Less personal are the actual records of societies, great and small, dating from about the middle of the nineteenth century onwards. Some accrued, like those previously mentioned, in the hands of members of the committee. Such, for instance, are the minutes and communications of the Labour Representation Committee from 1900 to 1906 and of the Executive Committee of the Labour Party from 1906 to 1912 which were sent to E. R. Pease and preserved by him. Others are secretary's files, such as the minute-books and correspondence files of various branches of the Independent Labour Party.

⁶ William Beveridge, *British food control* (Oxford University Press, 1928).

⁷ Published by Methuen in 1957.

The records so far mentioned have all been of a somewhat public nature—materials for publications, documents arising out of public activities, archives of societies. The Library is, however, not short of manuscript collections of a more intimate character, viz. personal correspondence and diaries. True, they are usually those of public figures; but in a library concerned with the study of society this is only to be expected.

The earliest in date is the Potter Collection, consisting principally of the diaries from 1793 to 1837 and the surviving correspondence of Richard Potter, M.P. for Wigan, grandfather of Beatrice Webb, which was presented to the Library in the thirties by his great-granddaughter Lady Holt.⁸ Contemporary with it is the Horner Collection, presented by Lady Langman, great-granddaughter of Leonard Horner, in 1941, and consisting, as bound, of seven volumes of letters and a volume of miscellaneous political notes. Nearly all of these were published in 1843 under the title: *Memoirs and Correspondence of Francis Horner, M.P.*, by his brother Leonard Horner. Unlike Potter, whose interests were primarily local, Horner was closely acquainted with many of the leading political figures of the time, and there is in the collection a series of almost daily bulletins on the illness and death of Charles James Fox.

The same sort of interest attaches to the Courtney Collection, presented in 1937 by Beatrice Webb. Twenty volumes contain the surviving correspondence and a few other papers of Leonard Courtney (1832–1918) first Baron Courtney, leader-writer to *The Times* from 1865 to 1880 and M.P. from 1875 to 1900, and according to the *Dictionary of National Biography*, perhaps the greatest British statesman, since Cobden, of those who never held cabinet office. The remaining eighteen contain the diaries of his wife Kate, the sister of Beatrice Webb. The letters are arranged chronologically, but at times fall naturally into subject groups, two volumes being concerned with the Boer War and two with the European War of 1914–18. The diaries, though they lack the direct political interest of Beatrice Webb's and are often domestic in character, are full of sidelights on public life.

Although there are isolated letters of J. S. Mill in the Courtney and other collections, the bulk are gathered together in the Mill-Taylor Collection. This collection, be it admitted at the outset, has no archival unity. The nucleus was acquired from R. Ridgill Trout in 1926 for £25—the Library's first considerable purchase of manuscripts. Mill's papers had passed on his death to his step-daughter Helen Taylor, and on her death in 1907 were transmitted, together with her own papers, to her niece Mary Taylor. Mary Taylor died in 1918, leaving all Mill and Taylor documents to the National Provincial Bank with authority to realise them. Two auctions were held, in 1922 and 1927, and it was one of the lots sold at the first of these that was acquired by the Library. It contained many hundreds of items, including letters, notebooks, diaries and texts of articles and speeches. The non-epistolary material is mostly Mill's (some is from James Mill), but the bulk of the correspondence is Helen Taylor's, there being in this first batch of papers only 390 letters to Mill and draft replies. Not that the correspondence of Helen Taylor is without interest to the student of Mill, in view of the debt to her which he acknowledges in his *Autobiography*.⁹ Even after his death a large number of letters show her in the formidable capacity of Mill's literary executor.

The presence in the Library of this nucleus encouraged both purchases and gifts. Letters by Mill were bought singly or in small groups as they came on the market, and in 1943 the Library received two notable gifts, the first from the National Provincial Bank, which presented 70 items from the Mill-Taylor archives still in its possession, and the second from Miss Philippa Fawcett, who gave 42 letters written by Mill to her father, Henry Fawcett. After this the pace of purchasing quickened, but even so the total of acquisitions since 1926 was exceeded in 1947 by a single gift of 271 letters from King's College, Cambridge. Originally one of the auction lots, they had been acquired by Lord Keynes, and had passed with his other papers to the college, which, discovering that it had been Keynes's original intention to present these to the London School of Economics, gave effect to his wishes and transferred them. The Library thus possessed three fragments of the Mill-Taylor archives and a mass of material that had never belonged thereto.

⁸ A short account of the Potters was written by Richard Potter's granddaughter Georgina Meinertzhagen and published under the title *From ploughshare to parliament* (Murray, 1908).

⁹ J. S. Mill, *Autobiography* (1924), p. 198. The passage is severely cut in the original edition (p. 283).

For many years the Mill-Taylor material had simply accumulated, but at last a start was made on arranging and cataloguing it, only to be interrupted by the war. Eventually, the material acquired before 1937, mainly the original purchase, was arranged in 45 volumes and 8 boxes, the detailed inventory and personal index forming vol. 46. The letters were separated from the other material and divided into Mill correspondence, correspondence of Harriet Taylor, afterwards Mill, and correspondence of Helen Taylor, and a similar division was made in the other material. Mill's letters are chronologically arranged, but the more numerous letters of Helen Taylor are broadly arranged by topics (such as the publication of Mill's works) and more narrowly by correspondent, each letter being individually indexed both under writer and recipient. Further papers added up to 1947 made another twelve volumes, with their own inventory and index. Since 1947 accumulation has been somewhat slower: it includes some early debating society speeches, formerly in the possession of Harold Laski, among them that on Byron and Wordsworth which Mill describes in his *Autobiography* as marking a crisis in his mental history, and the speech to the electors of Westminster, delivered in 1865, which appears never to have been published.¹⁰ Much of the additional material, however, consists of letters from Mill, whereas the original purchase and the letters given by King's College, and presumably the speeches, all formed part of the Mill-Taylor archives and consisted principally of letters to Mill and the Taylors. It was for this reason that the collection was described above as having now no archival unity. No inventory of the latest additions has yet been prepared.

Although since 1926 much manuscript material has been acquired by purchase, donations were still the rule where personal archives were concerned, and it was by gift that the Library acquired the Lansbury Papers, presented in 1950 by his son-in-law and biographer, Raymond Postgate, and the Morel Papers, presented in 1951 by Roger Morel, son of Edmund Dene Morel. The Lansbury Papers consist mainly of general correspondence, often of a very personal character, now arranged in chronological order in 17 volumes, and a number of files dealing with particular subjects. Notable among the latter are two volumes dealing with unemployment and three with India. A few are of that semi-public character which is common in the papers of statesmen. Unfortunately, a much larger quantity of papers connected with Lansbury's service in the 1929 government were removed as public records.¹¹ Two small additions have been made since 1950, one of material retained by Postgate in connexion with the biography, the other of some papers lent to G. D. H. Cole and returned after his death. The collection now seems to contain all that survives in private hands of Lansbury's papers.

The Morel Papers reflect much more completely than those of Lansbury the activities and personality of their author. As Morel's life was devoted almost entirely to two causes, the Congo Reform Association and later the Union of Democratic Control, the documentation of these two subjects is very full; and partly for this reason, partly for the intrinsic interest of such correspondents as Roger Casement (283 letters), John Holt, the Liverpool ship-owner (518), Alice Green (277) and Sir Charles Dilke (294), the collection has been one of the most frequently consulted in the Library's possession. It is also one of the completest and most varied, for it contains not only forty boxes of letters received but also a set of eighteen out-letter books of the Congo reform period, manuscripts of his unpublished and sets of his published works, files of the periodicals that he edited, a large number of books of newspaper cuttings, and collections of pamphlets and government publications, British and foreign, on the Congo and related topics.

The Morel Papers were not added to the Library until twenty-seven years after Morel's death, and it seems likely that even before that they had been consulted by Seymour Cocks for his life of Morel.¹² But whether his is the hand that pinned small slips of paper indicating the subject to some of the letters is not yet apparent. In 1951 Mr. R. Wuliger, a graduate student of the London School of Economics, obtained permission to use the papers, then still in the possession of the family, for the preparation of a doctoral thesis,¹³ and as a result they were transferred to the Library and later

¹⁰ Much of Mill's correspondence on the other hand has been published, either by Elliot (*The letters of John Stuart Mill*; edited by Hugh S. R. Elliot), or by Hayek (*John Stuart Mill and Harriet Taylor, their correspondence and subsequent marriage*, Routledge, 1951); and a complete collection of his earlier correspondence has been prepared by Professor Mineka of Cornell University.

¹¹ See the preface to Postgate's *Life of George Lansbury* (Longman, 1951).

¹² Frederick Seymour Cocks, *E. D. Morel, the man and his work* (Allen and Unwin, 1920).

¹³ Robert Wuliger, *The idea of economic imperialism, with special reference to the life and work of E. D. Morel* (unpublished University of London thesis, 1953).

presented to it. The correspondence was received in twenty-six parcels, about a third of which contained correspondence with named persons. Others contained bundles of letters grouped under such heads as French correspondence, Press correspondence, Correspondence with publishers, or topics such as Baringa affair 1904. Five of the parcels were marked 'Congo' or 'Congo Reform Association', despite the fact that most of the individual correspondents also write about the Congo; four dealt with the 1914-18 war, the Union of Democratic Control and the like; three contained biographical material; and three were 'miscellaneous'. There were also some letters which for no apparent reason had been pasted in books.

It was clearly impossible to restore a completely archival arrangement, while the existing arrangement made consultation unduly difficult. A subject or chronological arrangement (the nature of Morel's activities made the two almost identical) did undue violence to the existing state of affairs, and it was therefore decided that convenience and integrity would both best be served by preserving intact the basic files of the Congo Reform Association and the Union of Democratic Control, those concerned with the war and those of biographical interest, and arranging the remainder by correspondents.

The collection has not been bound, and it is unlikely that it ever will be. For the present the letters have been placed loose in folders and these in boxes, an arrangement more convenient than secure. Only a check-list has been prepared, and in view of the fact that most of the letters are arranged by correspondents, it is unlikely that as detailed an inventory will be prepared as has been necessary for some of the other collections. Meanwhile, the use of that part of the collection which relates to the Congo has been facilitated by a masterly analysis by Professor and Mme. J. Stengers of the University of Brussels, who inspected the collection in 1958 on behalf of the Commission Royale d'Histoire.¹⁴

Since 1951 only one further such collection has been added, the papers of Sir Joshua Jebb, Surveyor-General of Convict Prisons from 1837 to 1863, which were bought in 1956 for £7. 11s. 6d. Though not a large collection—it occupies eleven boxes—it is of the greatest interest to anyone dealing with the history of prison reform, for Sir Joshua was an able engineer and an energetic and thoughtful administrator, concerned for the reformation of prisoners and the quality of prison staffs. No work has yet been done on these papers, which apart from transfer to more convenient boxes are in the order, such as it is, in which they were received. Nor is anything yet known of their history since the death of Jebb.

One collection in the Library's custody, the Passfield Papers, is not the property of the Library but was deposited by the Passfield Trust and cannot be consulted without their permission. The Passfield Papers—all the surviving papers of Sidney and Beatrice Webb—include not only the celebrated diaries of Beatrice Webb but also an extensive and fascinating correspondence and valuable files of mixed material relating to their public service and to bodies such as the Fabian Society, the New Statesman Publishing Company and the London School of Economics. Complementary to them are the papers of Graham Wallas, for many years Professor of Political Science at the London School of Economics, and one of Sidney Webb's earliest friends. Some indeed of Webb's letters to Wallas had been returned to Webb and are in the Passfield Papers, but many others are in their natural place in the Wallas Papers, along with letters of Shaw and of many distinguished scholars. Also included are the manuscripts of Wallas's published works, and manuscripts and notes of unpublished lectures and addresses.

One should perhaps also mention a third body of papers not yet in the Library but about to be presented, namely those of Lord Beveridge, excluding those relating to the Beveridge plan, which are to be presented to University College. The papers have been arranged by Lord Beveridge, who has also prepared an annotated inventory.

At this point the reader may be moved to inquire whether the London School of Economics has any economic manuscripts at all. It is fortunate therefore that the earliest acquired of the Library's subject collections should be devoted to finance. This is the Farrer Collection, acquired in an unspecified manner before October 1900. Though consisting for the most part of printed matter on

¹⁴ A. and J. Stengers, 'Rapport sur une mission dans les archives anglaises', *Bulletin de la Commission Royale d'Histoire*, CXXIV, pp. xcv-cxiv.

the Indian currency question and the Gold and Silver Commission, collected by Lord Farrer¹⁵ in the last quarter of the 19th century, its first four volumes contain his correspondence on the same subjects from 1892 to 1899. Of a similar nature is the Welby Collection on banking and currency, purchased in 1938 for £185. It is one of a number of such collections made by Lord Welby,¹⁶ of which the Library possesses two other single-volume examples. Here the manuscript and printed material, the letters, memoranda, extracts, parliamentary and other government papers, are intermingled in one sequence throughout the nine volumes. It should perhaps be emphasised that these collections and all other manuscript and part-manuscript collections on particular subjects and events, of which the Library has a number, were formed before they were acquired by the Library.

Also of economic interest are the numerous sets of private accounts ranging from the 17th century to the present day, accounts of great estates, of farmers, of clergy and professional men, of sailors and of humble labourers. Some are comparatively summary but others record every transaction in detail, throwing light not only on the cost of living but on the mode of life of those who kept them. Technically they present few problems: many of them are simply sets of cash-books, or at most parallel sets of cash-books and ledgers, but in one case the Library has the vouchers without the books of account.

It might perhaps have been expected that the Library would collect business archives; but despite their obvious importance to the student of economic history, these records are usually of great local interest as well, and it was felt that they would be more appropriately housed in local record offices. But in two cases recently the Library has acceded to the request of the Business Archives Council and accepted two remarkably complete sets of financial records of London companies, viz. of the United Africa Company and of Hunt, Roope and Co. and their predecessors and associates. The latter cover a period of 172 years from 1774 to 1946, and besides the expected ledgers and journals and subsidiary books connected with the wine trade include thirteen letter-books of Newman, Hunt and Co. relating to trading in 19th-century Newfoundland. The only other extensive collection of business records acquired is fragmentary and has been disrupted in its passage through booksellers' hands. It consists of a portion (Ca-Cob, G, Ho-Hy, Mo-Pe, Sa-Sn, We-Wy) of the now alphabetically arranged correspondence and bills of (Sir) Robert Clayton, the London scrivener, and his partners and successors, together with a few deeds, the bulk of the papers being of the first half of the 17th century. The corresponding ledgers are in the Guildhall Library. Though their value as archives is almost destroyed by their fragmentary character and the breach of custody, the individual items have considerable interest for the historian of credit and monetary transactions. The few other sets of business records are limited in scope and are of small firms or non-commercial enterprises.

Such are some of the main types of records held by the Library, with some of the more important records in each class.¹⁷ There are besides a large number of manuscripts of various sorts, difficult to classify: manuscripts of lectures and articles and occasionally of books—one might mention the original typescript of E. R. Pease's *History of the Fabian Society* with its manuscript comments by Shaw and Webb, or the manuscript of J. F. Bray's *A voyage from Utopia*, written in 1840-41 and first published in 1957;¹⁸ accounts of travels and other narratives; autobiographies; essays, memoirs and reports; and some, such as the book in which John Barton made notes of early 19th-century economic conditions and kept copies of his letters to the press, for which there is no name.

What of the aims and policy of the Library with regard to manuscripts and of their treatment? Something of these will have emerged from the foregoing description, but it will be convenient both to recapitulate and to expand. Of policy in the sense of some unalterable blueprint, in accordance with which the ideal manuscript collection is to be built up, stage by stage, there can be none: manu-

¹⁵ Thomas Henry Farrer (1819-99) 1st Baron Farrer, Permanent Secretary to the Board of Trade, 1865-86.

¹⁶ Reginald Earle Welby (1832-1915), 1st Baron Welby, Permanent Secretary to the Treasury, 1885-94. A friend of Farrer's.

¹⁷ The classes must not be regarded as mutually exclusive. Thus the Rees-Jeffreys collection on roads is part of the archives of William Rees-Jeffreys, author of *The King's Highway*, it results from his service on not one but many bodies connected with roads and motoring, and it is certainly a subject collection, but not a factitious one. Similar considerations apply to the letters received by W. Pember Reeves, Agent-General for New Zealand, from prominent men in that country.

¹⁸ J. F. Bray, *A voyage from Utopia* . . . edited with an introduction by M. F. Lloyd-Prichard (Lawrence and Wishart, 1957).

scripts cannot be bought like bricks nor can the generosity of donors be commanded.¹⁹ A library has a more personal nature; it develops in a certain fashion because it has a certain character, and that character itself is subject to development and even at times to revolutionary change. No such revolution has occurred at the British Library of Political and Economic Science, but different emphases and approaches have developed with the years.

Fundamental to the character of the Library as a repository of manuscripts is its dual role of specialised university library and quasi-public research library. Manuscripts in such a library are not an end in themselves but an adjunct, and the amount that can be spent not simply on acquiring them but also on arranging, cataloguing and caring for them and making them available is only part of the budget. A precious medieval manuscript (even, let us suppose, a treatise on economics) that added much to the prestige but little to the usefulness of the library might find no place in its collections. Nevertheless, a narrow view of utility cannot be the criterion of acceptability. A manuscript or collection of papers on an aspect of society that was not being much studied at the School need not necessarily be rejected if it fell within the field of the School's interest and were otherwise eligible: nor indeed would the curriculum of the School be an absolute criterion, though it must obviously exercise a considerable influence, if only because it must colour the expectations of scholars, and it is fruitless to add to a library the sort of material that nobody expects to find there.

As it is, the curriculum of the School is far wider than the general public thinks. The London School of Economics is short for the London School of Economics and Political Science, and even that is an inadequate, if time-honoured, name for an institution which studies also anthropology, demography, geography, history, law, philosophy, psychology, sociology and statistics, and has trained hundreds of social workers. Not that research in these various disciplines is equally dependent on manuscript sources. In fact a closer look suggests that only history, politics and sociology, and to some extent economics and geography, have much use for them, except in so far as some treatise survives only in manuscript.²⁰ This is borne out by a consideration of the use that is made of the manuscripts.

By far the greater number of users are historians, economic, social and political, biographers and historians of institutions. For these the private papers and accounts of men in various walks of life, the records of societies, parties, committees and other groups supplement or take the place of the public records. For the political scientist the papers of a politician may help to reveal the spring of political action, for the sociologist they may throw light on the formation of a political élite. To the social geographer the records of a social survey may be the only full evidence of the distribution of trades in a city.

This pattern of interest and use cannot fail to influence the library in seeking or selecting a particular type of manuscript material. It cannot, however, be the only criterion. The amount of information not readily available elsewhere as compared with the bulk of the material, its importance, and the ease or otherwise with which it can be extracted must be considered and weighed against the purchase price and the cost of processing and preservation. The typical species in the Library is undoubtedly the collection rather than the single manuscript. As already indicated, there are single manuscripts, but they do not differ significantly from books, nor have they any special interest for the archivist. Single letters are sometimes added to what is known as the Letter Collection, but generally speaking their acquisition is avoided, for though they will ultimately figure in the index of writers and recipients, from every other point of view they are as good as lost.

The cost of preservation is high, and continues to rise. At one time it was possible to bind all manuscripts as soon as the inventory was completed: in some cases binding might be undertaken before the inventory reached its final form. Some records, such as the Webbs' notes on local government, written to the very edge of the paper, might be unsuitable for binding, and were accordingly fastened together by tags and placed in buckram folders with dust-proof flaps; but collections of letters

¹⁹ How great a part chance may play is illustrated by the recent re-discovery of one of the manuscripts of Mill's *Autobiography*, recounted by the Librarian of the John Rylands Library in the *Manchester Guardian* of 19 August 1959.

²⁰ An exception of another sort is furnished by some papers of the statisticians G. Udny Yule and Major Greenwood, who published several articles in collaboration. The papers and correspondence in which they thrashed two of these out, and the workings and arguments for another article of Yule's are preserved in the Library, and are of considerable interest to statisticians, but no-one would claim that statistical research was normally based on such material.

were invariably repaired, guarded and bound strongly and handsomely, with protective slip-cases. Single manuscripts of sufficient bulk, or small collections of homogeneous material, it is still most generally advantageous to bind, especially where they will make only one or two volumes; for a bound volume is certainly easiest for a library to deal with afterwards. But it will be apparent from the foregoing survey that a great deal of the material acquired by the Library is not of this character, but consists of a large number of items of different sizes, some single sheets, some folded, some with margins, others with none. To produce a sound and shapely volume from these is a painful and expensive process: to attempt anything inexpensive results in a volume that can only be described as horrible. All that can be said for it is that the individual items are at any rate secured against misplacement and to some extent against removal. But as all manuscripts are read under supervision, and their order can be checked after use, it seems doubtful whether binding is necessary on this score; and rigidity of arrangement is not always an advantage. It is proposed, therefore, in future to make greater use of envelopes and folders for the storage of large miscellaneous collections.

Such a change will make no difference to the work of preparing the manuscripts for use. The accessioning, the identification and noting of writers and recipients of letters and memoranda, the dating, arrangement and numbering of documents, and the preparation of an inventory and index will be done as before. How much detail goes into this inventory will depend, as in the past, on the nature of the material. If it is homogeneous or divided into homogeneous blocks, a short description with covering dates will suffice, supplemented if need be by some account of the contents; more heterogeneous material requires separate itemisation. The collections of personal correspondence have indexes of writers and recipients, though not of persons mentioned, but only selective indexes or none are prepared for the correspondence files of organisations. One copy of the inventory and index is kept with the collection; if the size of the collection warrants it, another is kept in the catalogue hall. The entries in these indexes are also recorded on cards, forming a consolidated index to all the collections.

When the preparation of the inventory and index is complete, entries are made for the author catalogue, in which all material in the Library, with the exception of parliamentary papers and U.S. government publications, is entered. The author entry is of the same form as for a book, and as each entry is confined to a single 5 in. by 3 in. card, it is necessarily brief. The heading may be personal as in the case of the raw material of books, the papers accruing during a man's service on a committee, personal correspondence and the like, some of the subject collections, and many of the miscellaneous manuscripts; it may be institutional, as in the case of the actual minutes or files of corporate bodies; or there may be a title entry, the entry word being the first word of the title, disregarding the article. This is especially the case where the subject collections are of obscure origin, and cannot accordingly be entered under the name of the collector. The part corresponding to the title of a book consists of a very brief description of the material, e.g. [Personal and political correspondence] or [Papers connected with the activities of the Board of Trade] or, for a title entry, [Women's Co-operative Guild: material illustrating the work of the Guild and kindred interests from 1890 to 1944]. The imprint, if it can be called such, consists merely of the covering dates. The subject entry is an abridgement of the author entry. If necessary, several such entries are made for the same collection, but it is scarcely possible to deal with a collection exhaustively.

As yet no separate catalogue of manuscripts and collections including manuscript material has been possible. Owing to the limited number of possible locations it is easy to trace all the manuscript material in the Library in a short time by means of the shelf lists; but the order of these is determined by the order in which the material was dealt with in the Library, and an easily handled and systematically arranged catalogue in which the descriptions would be intermediate in detail between those in the general author catalogue and those in the individual inventories is among the Library's plans. There is however no immediate prospect of its compilation.

This survey of the manuscripts in the British Library of Political and Economic Science has been unavoidably partial. To have attempted completeness would have exhausted alike the paper available and the patience of the reader. But it is hoped that it has provided a fair and understandable account of some of the main types, and in so doing indicated the policy and practice of the Library.

Some Problems in Providing Reference Service at a Records Centre¹

BY DAVID SHADD,
PUBLIC ARCHIVES OF CANADA

BEFORE launching directly into some of the problems of providing reference service at a records centre, and in order to put later remarks in proper perspective, something ought to be said at this point about the background and general circumstances which spawn and shape these problems, and are common to all of them. In a sentence, our problems at the Public Archives Records Centre in Ottawa are largely conditioned by the extent and, above all, the *nature* of the records held. I stress the nature of the records because, disregarding their total volume or mass, servicing them obviously would be so much simpler if they were more homogeneous. But alas for these utopian ideals! If variety is the spice of life, perhaps heterogeneity is the spice of records. And our holdings are heterogeneous as well as massive. They consist of files, some fat, some thin, and bulky ledgers, or books large and small; but there are also limp maps, crisp reels of microfilm and brittle sound discs. They came to us from more than 28 crown corporations, or federal departments active or defunct. These records range in age from the pre-Confederation years—some, in fact, prior to the 1841 union of Upper and Lower Canada—down to last year, 1958. The more recent ones have a variety of security classifications and hence require different handling. Altogether the main mass of records held, as of the end of April, totalled 115,000 cubic feet; or, if you would prefer that in the form of a miniature Great Wall of China, let us say a wall of records 2 feet thick, 11 feet high and one mile long. That wall, I might add, is serviced by a staff of five reference clerks. In addition another group of clerks have been engaged for the last 16 months on a special project of documenting and indexing the personnel files of all former federal civil servants who are still under 70 years of age. As of the end of April, the files of over 116,000 of those ex-civil servants had been indexed and shelved for immediate and future reference. So much, then, for the general background and general circumstances of our problems.

Undoubtedly there are several equally valid ways in which reference problems might be categorised or grouped. Having thus a free choice, for the purposes of this paper I will be a little arbitrary about it and assume that most, if not all, problems of giving reference service at a records centre fall somewhere within three basic categories: first, administrative or policy problems; second, technical problems; and third, personal problems. The assumption is not that each problem belongs exclusively in a single category, but that each problem may be considered basically under one category although, in varying proportions, it may be broken down under the other two categories. For example, one problem, such as that of developing an adequate index system, may be altogether technical. On the other hand, problems involving handling or disposition of staff may be and commonly are very complicated, and will loom large in all three categories.

Under the administrative or policy category we might consider such problems as the access to records, and the training and disposition of clerical personnel. And before proceeding further it must be acknowledged that any final decision involving a precedent in a question of policy is beyond my jurisdiction. That, of course, is a function of the Dominion Archivist in consultation with the Chief of the Records Centre, since the whole Centre may be affected. Nevertheless, the Reference Section must be prepared, whenever required, to advise or recommend on matters of policy which most concern its operations. Since requests for access to records are usually made, initially, to the Reference Section, questions of access to or restrictions on records, with many variations in circumstances, are the almost daily concern of Reference. Where all circumstances of a request are clear and unquestionable, and fit neatly into the predetermined requirements of departmental policy, there is no problem. When such is not the case the Reference Section, even at risk of annoying some perfectly law-abiding citizen or official, may find it prudent to deny access to records pending a clarification of departmental policy.

¹ Paper read to the Archives Section, Canadian Historical Association, at their 38th Annual Meeting at the University of Saskatchewan, Saskatoon, Sask., on June 3, 1959.

National security dictates that certain classifications of our federal departmental records should be restricted to use by officials of the departments which created them. And the observance of this element of security becomes most highly important in the case of records of certain departments. At the Ottawa Records Centre, however, *most* departmental records held are restricted to use only by the officials of the department which created them—or from whom we received them, if the creating department is now defunct. If a private citizen desires access to those records we apply to the department concerned for his permission to have access, before making any files available to him. This restriction on use can be an onerous one at times for the Reference personnel who are charged with enforcing it, for the restriction should be applied against any sudden visitor or would-be visitor who is not duly authorized, regardless of his standing or rank in public or official life.

Those of us who have read Schellenberg's fine little book on *Modern Archives* may have noted that, at one point,² he states the democratic ideal that "access to public records should be given without regard to person or purpose". This, however, he immediately follows up with the moderating statement that "Insofar as archivists control the access to records they must apply the principle of equal access to all legitimate searchers". Well, the crux of the whole problem of access is in that phrase "legitimate searchers". Certainly, in the Reference Section at the Ottawa Centre, we have no sure way of determining in every instance who is, or who is not, a "legitimate searcher". We cannot, for example, consider making any extensive investigations on someone who claims to be from out of town. All that we can do—and we do this in all cases involving private research—is to require the person applying for access to indicate all pertinent details about himself, his occupation, and the purpose of his research, on an application form. Having done that, we can only take his word for it that he is a "legitimate searcher". Consequently—as an element of security—we find quite agreeable those restrictions whereby we must refer back to the department concerned to get approval to allow *anyone* to have access to its records.

By the same reasoning we are minded against giving specific bits of information from departmental files to anyone, before checking back on the department concerned. Sometimes, when pressed by cranks or even quite normal people, a department may adopt an evasive policy by speaking with a forked tongue—by informing a questioner that the information he demands is "not available". I could cite several instances in illustration of this, but a fairly representative one will suffice. One afternoon I called the head of a departmental central registry on the chance that I might get some enlightenment on an odd incident which had occurred a few moments before: someone, who refused to give his name, had telephoned me and had insisted on knowing what sort of information might be found on the files we held from this same department. The general information he sought seemed harmless enough, but he hung up in great annoyance when I informed him that he must identify himself as a first step toward availing himself of our Reference service. On hearing of this the registry head, in his turn, became agitated and directly forewarned me not to give any information to a certain insistent individual should he contact the Records Centre. This sort of incident makes it quite clear that if the Reference Section were to make available from departmental records information contrary to what that department had already given out, it would soon fall deep into malodorous difficulties.

In this ticklish problem of access to records, then, the Reference Section of the Records Centre must take an approach sharply different than would be taken in an Archive proper. In an Archive proper, the vast majority of the records, largely being "dead" from the point of view of further usefulness to the creators, become the clear property of the Archive when they are accessioned. Thus the Archives can make them accessible to any private user, at the discretion of the Archives officials alone. But, at the Records Centre, the position is reversed. Most records—by agreement made at the time of accessioning—remain, *in effect*, the property of the departments which send them in, since those departments still having some use for their records, still govern access to their use. Because of this situation, we are unable to go along with Schellenberg's precept (p. 231) that "In making his material available for use the archivist should make no distinction between official and private users". But perhaps Schellenberg did not have records centres specifically in mind at that point of writing. However that may be, the fact is that, under the very terms by which we received

² T. R. Schellenberg, *Modern Archives: Principles and Techniques* (Chicago, 1956), p. 228.

our records, we are under obligation to give prompt and extensive reference service to official users—that is, departments—and to await departmental approval for private petitioners. If that approval is not forthcoming—and it is by no means certain—we cannot and do not action a private request.

Another problem which long caused us daily worry but which now, happily, appears to have become stabilized for a time, was the problem of obtaining, training and holding a clerical staff adequate for our purposes. May I remind you again of the uniqueness of our circumstances—of the heterogeneity of the records, old and new, which have come to us from over 28 departments or crown corporations. That point cannot be overemphasized because it would be a great mistake to assume that a clerk who has worked, even for a number of years, in some modern central registry with a uniform file system throughout, could step into a clerical vacancy in our Reference Section and immediately make himself very useful. And we have good cause to believe that too long a term in such a registry, with little change of work and set procedures, might well prove a detriment to a clerk on coming to the Records Centre. Our experience is that it takes at least three months for any bright new employee to become sufficiently knowledgeable of policies, procedures, practices, necessary contacts in other departments, and some of the many file systems (both obsolete and current) found within the records we hold—at least three months before his services can approach full use. Prior to that time, this employee cannot be depended upon to operate on his own without close and constant supervision. Moreover, during much of that initial training period he ties up the services of a senior or supervising clerk, and so reduces the immediate productivity of our trained staff.

Yet, if we cannot afford to spend much more than 3 months in intensive training of a new clerk, neither can we do so in discovering and eliminating an unadaptable trainee. After the initial period, if his dependability does not show a steady increase he may become a positive menace to our young and tender reputation as a Records Centre. This is so, of course, because we are a central government agency obligated, primarily, to serve other government departments. Hence we are constantly under the close scrutiny, and open to the criticism, of those other departments regarding the quality of our service. Many departments keep a record of specific files which they have sent to us. You can readily understand, then, that our good reputation with any one department would not long survive if, through a weak link in our chain of service, we were too often led into the error of reporting back that we do not hold records which we, in fact, received.

To keep this possibility to the barest minimum we now rigidly apply a double-check system, whereby a report by a junior clerk of inability to locate any record is subject to careful check by another and more experienced clerk, before a negative report goes back to the requesting department. Nevertheless, double-checks always mean duplication of work and loss of valuable time, and the more so if the double-check is a fruitless one. There is, however, some consolation in the prospect that the necessity for these double-checks should decrease with the increasing quality and trustworthiness of the staff. Indeed, a knowledgeable, persevering and conscientious clerical staff is absolutely basic to an efficient Reference service. I stress the word "persevering" because we have been surprised to discover on occasion, on questioning a junior clerk on his failure to locate a file which was later found, that the fault was not due to a lack of knowledge of the file system in which he was working; rather, it was simply a failure to persevere to the point of finding.

Nevertheless, in view of the many complications involved in servicing the *mélange* of records we hold, I believe it to be much more difficult to replace a good Reference clerk in the Records Centre than to replace what is considered a good clerk in an average departmental central registry. For this reason I would strongly underline the importance of careful selection, thorough training and experience in various kinds of records and—given a good clerk—the sound economics of supporting all reasonable and timely measures to retain him in our service.

Turning to technical problems, some remarks on the development of forms are in order. Perhaps 50 per cent. of the forms we use are adaptations or combinations of forms used in various Canadian federal departments or the United States federal records "centers". We soon decided that the American forms, however excellent they might be for American purposes, ought to be adapted to the Canadian outlook. For the most part this adaptation resulted in a simplification, since, it appeared to us, our American friends often exhibit a flare for over-efficiency in their highly-detailed forms. Or perhaps it is just that we Canadians are a simpler lot.

However that may be, we are not omniscient, and for a time we tended to overlook the fact that any form, however adequate it may have been when first developed and put to use, tends to become less useful or even obsolete with changing conditions. But, unfortunately, those changing conditions may creep in so gradually as to be virtually unnoticed before a major alteration has taken place. A case in point is the little 3 in. by 5 in. "Control and Request" form which we began to use in our Reference service early in 1956. That form is a somewhat radical adaptation of one used in the Department of National Defence to requisition and keep a check on the movement of files within the various branches of National Defence. We proposed to use our form, partly for the same purpose, with regard to files going from the Records Centre to the many departments in the Ottawa area. And for some two years it did appear to work wonderfully well, although our adaptation of the form was made largely on an experimental basis—that is, on our rough estimates of how the pattern of requests for reference service would develop.

Towards the end of last summer, some general dissatisfaction with the form first began to be heard. And this dissatisfaction steadily increased; for the form, as then set up, was fast becoming obsolete. It has now been revised, in all its aspects, and the revised form will go into use in a few days.

Actually, the dissatisfaction with that first form had a very salutary effect all along the line for, once started, it led to a closer and more searching scrutiny of all forms used in Reference, and a general revision. And we are now committed to the idea of making a regular, periodic review of all forms—preferably once a year when our annual statistics are compiled—in order to ensure that those forms are fulfilling the purpose for which they were designed.

Earlier, I mentioned the development of an adequate index system as an example of the sort of problem which might be considered under the category of technical problems. Fortunately, indices have never become a real problem for us. Our basic finding aids are the records shelf lists which are raised by the Accessions Section as the records are moved into the Records Centre from the former depository or creating department. Those shelf lists not only detail, foot by foot, the space wherein a given series of records may be found on our steel shelving—according to the filing system by which the records originally were arranged—but they also provide a summary of the various groups of records, by subject, to be found within that particular accession.

However useful and sufficient these shelf lists may be to a former department, for requisitioning files on which it still retains a subject index, the lists alone are not adequate for extended reference or research work. Yet they do provide us with an excellent basis from which to start. Since we may acquire records on any one specific subject along with many different accessions, from different departments over a period of years, this similar subject material will come to rest in several different storage rooms of the Records Centre—for each accession, as received, is usually kept and shelved together *en bloc*; it is not broken-up by subject. Therefore to get all similar subject matter together, theoretically at least, we set up a simple subject index, with 5 in. by 8 in. master cards alphabetically arranged.

As each new shelf list is received, the subject-groups noted on the shelf list summary are transcribed on the appropriate index card, commonly by a brief one-line entry. Further, it often happens that prime subject material may not appear readily on the surface of an accession—it may be hidden under an obscure or misleading title. When it is uncovered, either by staff research or a visiting research student—and particularly when it is a topic of recurring interest value—that, too, is entered on the subject index. Each master card, then, gives us a bird's-eye view of all the records in the building known to pertain to the particular subject noted on the card title.

This type of index is fairly flexible, even with close control over creation of title cards, and has served to our full satisfaction since its adoption three years ago. Still, this sort of index does not lend itself easily to revision—that is, it is not so easy to reverse the indexing process, and expunge from the subject master cards the entries for certain records held, once those records come up for disposal. And, of course, if revision of an index does not keep pace with disposal of the pertinent records held, over a period of years the index increasingly would become cluttered with fossil and misleading references. But since disposals on any large or significant scale have hardly yet begun at the Records Centre, this is a problem which bears no immediate and serious threat. It still lurks at some distance—perhaps several years—in the future, and its advance is slow. Nevertheless, we intend to keep our telescopic sights trained upon it.

More immediate technical problems, ones likely to provoke an instant follow-up if not attended to promptly as they arise, are those which attend the actual delivery of records. I am sure that you can visualize the fertile possibilities here: a file is wanted most urgently at the higher levels, but there is some slip-up and it is not delivered forthwith. That is good for a nuclear reaction from some Deputy-Minister's office any day! And we have so many Deputy-Ministers to serve—remember those 28 departments and crown corporations?

The problems about delivery, as they affect Reference, can be summarized briefly. All records leaving the Records Centre on loan, or returning to the Centre, are actioned through the Reference Section. There are 3 delivery runs daily—at 10 o'clock, 1.15 and 3.30—to government agencies in the Ottawa area and, on the same runs, files being returned are picked up. We pride ourselves that requests (for loan of files) received by 3 p.m. on any given day, normally are actioned within a range of one to three hours that same day—that is, a maximum of 3 hours from the receipt of a telephone request to actual delivery at the requesting department. And, apart from the entry of each request on a separate "Control and Request" form, each request also is registered in our Reference Daily Record book.

Now, no matter how excellent it may be, any service operated by human beings will fall short of perfection. There will be some complaints about it. We expect some, and allow for some. But, about the middle of February of this year, we began to feel that some complaints from all sides—Reference staff, driver-messengers and departments—were becoming just a little more numerous or serious than they ought to be. In general, the complaints centered around the difficulties of getting files delivered as promptly as was expected.

To get at the basis of these difficulties and effect a cure, two steps were taken. We confirmed an made permanent an earlier, temporary provision that the time each reference request was received, to the nearest five minutes, must be entered with the request in the Reference Daily Record book; and also entered on the "Control and Request" form, a copy of which the messenger-driver always takes to the requesting department for signature, as a receipt for the files. But the big step was a survey. Beginning the last week of February we conducted a survey on the entire process of our delivery of records to departments—a bit of psychoanalysis, if you will. And, some findings of that survey were still rather surprising, despite our prior suspicions that such might be the case.

In the volume of records delivered, there was a significant variation from day to day, and even from run to run. A very useful weekly pattern emerged on a graph. It showed that, on the average, file deliveries were heaviest on the latter 3 days of the working week, with Thursday and Friday sharing equally a high plateau. From Friday's high there was a sharp drop to Monday, then a further slump on Tuesday, the lowest day of the week; after which the steep climb began again. The fact that Monday had a higher volume than Tuesday appeared to be due to "eleventh hour" file requests which came in too late on Friday to be placed on the last delivery run of that day. Similarly there was, on the average, a marked variation in the volume of deliveries on the different runs during any one day. The 10 a.m. run was usually the heaviest, the 1.15 p.m. run was lighter, while the late afternoon 3.30 run was the lightest—reflecting perhaps a waning of energy and activity in the various departments as each day draws to its close.

Well, I shall not go further into the findings of that survey at this time, except to say that the statistics and views acquired—and especially the first concrete evidence of weekly and daily cycles in delivery volumes—enabled us to improve our Reference service immensely. It led to a whole series of changes in outlook, procedures and the use of forms.

By this time you will have gathered that the uniqueness of the Records Centre at Ottawa—that very uniqueness—has constituted a challenge to those of us who have grown up with the Centre. In Reference, as in the other sections, the fact that there were no clear precedents in Canada for Records Centre procedures has been both a great handicap and a great advantage, but possibly more of the latter. There were times when we could not go ahead as quickly as we might have liked, because we could not be reasonably certain just how our proposed measures would work out in practice; but then, of course, by that same token, neither could anyone deny their feasibility in practice. We were thus left with wide measures of freedom to cast about and experiment. And, once we had acquired our own tested precedents, we could then sail rapidly ahead on charted waters, quite unhampered by the rocks of Pre-Cambrian precedents which commonly obstruct governmental streams.

Despite all this, the value of precedents of whatever kind is limited when one comes to deal with

those Reference problems which I have placed in the category of personal problems. Here I refer to those situations which rest on a cooperative public relations basis, and which tend to become personal problems only when some forceful personality threatens the balance. Of course, a Reference archivist, particularly in a Records Centre, does not lead the ivory tower existence which the public spontaneously conjures up whenever the word "archivist" is dropped in the market places. In a Records Centre the archivist is directly and constantly concerned with public relations—with members of other departmental staffs who come to the Centre to consult their records, with private researchers sent to us by departments, as well as with those individuals who come to us on their own. These people, when duly authorized, we provide with records or with information from records.

But, in addition to this, it is necessary that we furnish information *about* records. This requires us to extend our scope beyond the building. That is, the Reference archivist must maintain active liaison with central registries, other reference units, and even departmental libraries where records or information similar or supplementary to that held at the Centre may be found. The wisdom of such a course has been justified by our experience since the earliest days of the Centre. So we learned, only incidentally, that a subject series received by us on a particular accession was not complete; that other blocks of the same series, or supplementary material, were held elsewhere—perhaps at another branch of the same department, or a different department altogether. And when records are missing from a dormant series, researchers, quite understandably, expect us to have some idea where they are; or at least to show some concern in finding out—failing which, we, naturally, fall under suspicion.

Now, I confess that I have found it a bit frustrating to spend odd moments off and on, for several days, trying to track down a much-wanted group of records; and then, just when the trail is hottest, to be informed by some cheerful old vandal who was obviously "in the know" that those records definitely met their unofficial demise ten years ago. It is to avoid drifting too often into blind alleys of that kind that I now maintain a close and regular contact with other government agencies holding records related to series held at the Records Centre. It is a necessary activity to minimize time and effort in locating records and handling research inquiries.

As for public relations being strained by the personal traits of some individual, Reference has encountered its problems there too, from both departmental and private sources. But time will allow mention of only one or two specific cases. In the toddling days of the Records Centre there was, for example, the forceful individual who telephoned me from one departmental registry and insisted—indeed, all but demanded—that we should charge out all files belonging to his department (and being returned there on loan) by the same procedure used in that department for active files. And he insisted that it was the only logical thing for us to do, because the jackets on *his* departmental files—at least the more recent ones—had open-box charts printed on them, for the very purpose of facilitating file movements by writing entries in the appropriate places.

It was in vain that I tried to point out that not all departments had file jackets of the same accommodating type; that we served many departments, not just one; and that we had to adhere to a flexible system applicable to all departments and all kinds of records, not just files. After a few days when no area of compromise could be found, when his insistence remained strong, and there appeared to be an insurmountable personal factor involved, I became too busy to carry the discussion any further and it just petered out. A pity too, for perhaps to this day someone remains convinced that Records Centre archivists are a frightfully illogical lot!

Another classic incident of essentially the same type, but different overtones, comes to mind. One day, some months ago, we admitted a legitimate researcher to a small group of departmental records which we will call "Q" group, and which were well over forty years old. Before doing so we did *not* check with the chief of that departmental registry for permission as we would normally do; that appeared to be unnecessary because the registry chief had informed us previously—though without specific mention of parts—that a whole series of records, of which "Q" group was a small part, was open to anyone. He had ridiculed any suggestion that a security factor could still be involved in those records, the essentials of which had long been made public in one published form or another.

As an afterthought, a day or so after the researcher had begun, in the same department we contacted the head of the specialized section which dealt with the "Q" type of records, to see if he might give some useful leads to our research guest. His response was violent, yet correct, for he instantly

scored the point that the old "Q" group was still secret; the department had never officially declassified those records. But when moderating factors were mentioned, including the word of his own registry chief, he changed his tack abruptly and demanded to know "what that other fellow is doing anyway"—working in *his* field of research. And there was the rub! The head of "Q" section was one of that official type, however rare, who likes to keep little pockets of records wrapped in the shrouds of departmental inertia pending his own private dissection of them. Of course, such individual situations are resolved with time. Yet, based as they are on a strong personal factor, the problems they raise are perennial.

Now, I would like to forego any further specific examples of problems in the personal category—there are all too many of them—and close off with some general observations in which are implied a multitude of problems faced by a Reference Service in a Records Centre.

Just as the bird-watchers may do with their birds, at the Ottawa Centre we have worked out a rough and ready classification by which we "type" individual research birds almost as soon as they fly in. I say "almost" because we like to hear part of their songs first, and prefer to watch them feed a bit. And there are three distinct types of these researchers, as well as the occasional cross-breed. Type one knows exactly what he wants and, given the required records, will forge ahead steadily and conscientiously on his own. Type Two does not know what he wants, or is not quite sure. He *could* be a first-class time-waster for all concerned. Yet, with a little guidance, he might get on his right track and turn out some first-class work. Type Three, undoubtedly, is just a time-waster—although he knows all too well what he wants. Our trouble with him is that he wants the archivist to do most of his research for him! But, once we identify the bird, we govern ourselves accordingly.

Considering our trials with Researcher Type Two, perhaps it might even be said that the Reference archivist in a Records Centre ought to be a professional hybrid of sorts—that is, a cross between an historian and a dentist, or an historian and a lawyer. Certainly, in dealing with some researchers, the archivist's work involves processes very similar to the gentle arts of pulling teeth and conducting cross-examinations. I am constantly amazed by the initial reticence shown by so many people who come in on minor research, or short-term projects. Commonly, only after considerable questioning, coaxing, prodding of memories, can one elicit sufficient detail to know what series of records to start them on. If it be true that the urge to research is the sublimation of a pain, or at least an itch, then possibly it is the duty of the Reference archivist to do more for his client than see that he gets a nutritious paper diet. The malady may be psychosomatic; in which case the archivist might have to add yet another dimension to his professional accomplishments.

And what of our future Reference service, with its facilities on the research end? When, on the one hand, I note the constant pressure in industry for an ever-shorter work week and, on the other, social workers advocating that everyone should have a hobby to help while away his sunset hours; then, could it be only a matter of time before someone of the psycho-scientific fraternity surmises that research at a Records Centre would be a safe, sedentary hobby for the over-65's?—perhaps, retired members of Parliament, and that sort? And soon, with our modern means of rapidly propagandizing and promoting all that is worthy or worthless, this could become a trend.

Yes, ladies and gentleman, we may yet need that clinical couch as an article of standard equipment, in our offices.

Select Bibliography of Archive Administration

THE PURPOSE of this Bibliography is to present to English readers a selection from the now copious literature of archive administration, made by practising archivists in the light of their own experience. As far as possible it has been limited to writings in the English language, but certain articles in other tongues have been included when no English communication exactly covered the subject. The Bibliography has been planned and the selection made by the Technical Committee of the Society of Archivists, with advice and assistance from Dr. A. E. A. Werner, of the British Museum, and Mr. G. F. Osborn, the Society's Librarian.

ROGER ELLIS,
*Chairman, Technical Committee, Society of
Archivists.*

I. PARCHMENT, PAPER, AND INK

Relatively little consideration has been given to the nature and properties of *parchment*, but there is a succinct account in (20) below. The various books listed on *paper* are all thorough and well-illustrated; the Dictionary (12) is particularly useful for ready reference. The sole work dealing exclusively with *ink* is advanced, but (20) again gives a general account, and certain aspects of the subject are dealt with in (16) and (21). W. J. Barrow's forthcoming book on Manuscripts and Documents will doubtless provide important material on the history of both paper and ink. The specialist articles (1) and (14) concern important work now being done on the permanence of paper.

1. **Barrow, W. J.** Migration of Impurities in Paper. *Archivum*, vol. 3, 1953, pp. 105-8.
2. **Barrow, W. J.** Permanence in Book Papers. *Science*, vol. 129, 1959, pp. 1075-84.
3. **British Paper and Board Makers' Association (Inc.)**. Paper Making: A General Account of its History, Processes and Applications. British Paper and Board Makers' Association (Inc.), 1950. 208 pp. Ill.
4. **Clapperton, R. H.** Modern Paper Making. Oxford, Blackwell, 3rd ed., 1952. xvi + 526 + xlviii pp. Ill., diags.
5. **Fischer, A.** Die Konservierung des von Tinten- und Farbenfrass befallenen Schriftgutes durch Lamination. *Allgemeiner Anzeiger für Buchbindereien*, vol. 71, 1958, pp. 235-42.
6. **Freer Gallery of Art, Washington**. Abstracts of Technical Studies in Art and Archaeology, 1943-1952. *Occasional Papers*, vol. 2, no. 2, 1955. Section H, pp. 155-9 gives abstracts of publications dealing with history and treatment of paper, papyrus, documents and books.
7. **Gilmour, S. C., editor**. Paper, its Making, Merchandising and Usage: the paper merchants' textbook. London, National Association of Paper Merchants in conjunction with Longmans, Green, 1955. 324 pp. Ill., diags., bibliog.
8. **Grant, J.** Books and Documents: Dating, Permanence and Preservation. London, Grafton, 1937. 218 pp.
9. **Harrison, W. R.** Suspect Documents, their Scientific Examination. London, Sweet and Maxwell, 1958. viii + 583 pp. Ill., bibliogs., glossary of technical terms.
10. **Hudson, F. L., and Milner, W. D.** The Use of Flat-Headed Electrodes for Measuring pH of Paper. *Svensk Papperstidning*, vol. 62, 1959, pp. 83-4.
11. **Hunter, D.** Papermaking: the History and Technique of an Ancient Craft. London, Knopf, 2nd ed. rev. and enl., 1947. xxiv + 611 + xxxvii pp. Ill.
12. **Labarre, E. J.** Dictionary and Encyclopaedia of Paper and Paper-Making. London, O.U.P., 2nd ed. rev. and enl., 1952. xxii + 488 pp. Ill., bibliog.
13. **Langwell, W. H.** The Permanence of Paper, Pt. 5. *Proceedings of the Technical Section of the British Paper and Board Makers' Association*, vol. 37, Pt. 3, 1956, pp. 495-500.
14. **Langwell, W. H.** The Permanence of Paper Records. *Library Association Record*, vol. 55, no. 7, 1953, pp. 212-5.
(Cf. also the two technical notes by the same author in *Journal of the Society of Archivists*, vol. 1, no. 6, 1957, pp. 172-4: 'Observations on paper embrittlement' and 'The deterioration of newsprint in impure atmospheres'.)
15. **Library Association**. The Durability of Paper: Report of the Special Committee set up by the Library Association. London, Library Association, 1930. 24 pp.
16. **Mitchell, C. A.** Documents and their Scientific Examination. London, Griffin, 1935, xii + 227 pp. Ill.
First published in 1922. A somewhat out-of-date work, intended mainly for forensic chemists, but including useful notes on paper, pens, pencils, ink, typewriting and seals.
17. **Mitchell, C. A., and Hepworth, T. C.** Inks, their Composition and Manufacture. London, Griffin, 4th ed. rev., 1937. xi + 408 pp. Ill.
18. **National Bureau of Standards** (U.S. Department of Commerce). Inks. Circular C413 (1936), 53 pp., and Circular C426 (1940), 77 pp.
19. **Norris, F. H.** Paper and Paper Making. London, O.U.P., 1952. xiv + 353 pp. Ill., diags.
20. **Plenderleith, H. J.** The Conservation of Antiques and Works of Art. London, O.U.P., 1956. xv + 373 pp. Ill.
Deals with, *inter alia*, animal skin and skin products (ch. 1), papyrus, parchment, paper and ink (ch. 2), prints, drawings and manuscripts (ch. 3). The official textbook of the Museums Association.
21. **Thompson, D. V.** The Materials of Mediaeval Painting. London, Allen and Unwin, 1936. 239 pp.
Deals with carriers and grounds, including parchment (ch. 1), binding media (ch. 2), and pigments, including inks (ch. 3).
22. **Werner, A. E. A.** The Preservation of Archives. *Journal of the Society of Archivists*, vol. 1, no. 10, 1959, pp. 282-8.

II. DESTRUCTIVE AGENCIES

Writing on this subject, if not voluminous, is widespread, scattered through books and periodicals from all parts of the world. For this section material has been selected dealing primarily with the problem as it exists in the British Isles. Item no. 16, however, with its comprehensive list of references, covers the subject of protection from insect pests in both hemispheres.

General

1. **Greathouse, G. A., and Wessel, C. J., editors.** *Deterioration of Materials: Causes and Preventive Techniques.* New York, Reinhold, 1955. 835 pp. Ill.
Ch. 6 (52 pp.) by C. J. Wessel deals with paper and the causes of deterioration.
2. **Jenkinson, Sir H.** *A Manual of Archive Administration.* London, Lund, Humphries, 2nd ed., 1937. xvi + 256 pp. Diags.
3. **Langwell, W. H.** *The Conservation of Books and Documents.* London, Pitman, 1957. xxii + 114 pp.
The author of this book has had the archivist's needs in mind and has expressed the technical problems of conservation in simple terms. Although some of his statements are in conflict with accepted views (see reviews in *Archives*, vol. 3, no. 18, 1957, and in the *Journal of the Society of Archivists*, vol. 1, no. 7, 1958) the book contains much helpful and lucid information. Ch. 3 and 4 deal with the causes and prevention of damage to paper.
4. **Plenderleith, H. J.** *The Conservation of Antiquities and Works of Art.* London, O.U.P., 1956. xv + 373 pp. Ill.
In particular pp. 3-15 concerning humidity and atmospheric pollution as they affect museums; pp. 47-50, parchment, moisture sensitivity, fungoid attack, storing; pp. 54-9, paper, methods of dealing with an outbreak of mould growth, insect pests.

Moulds

5. **British Records Association, Technical Section.** *Danger from Inadequate Ventilation or Bad Packing.* BRA Technical Section, *Bulletin* 19, 1948, pp. 7-8.
6. **British Records Association, Technical Section.** *Stored Documents and Damp: a Few Reminders.* BRA Technical Section, *Bulletin* 18, 1945, pp. 6-7.
7. **House of Lords Record Office.** Report. 1951.
Includes information on the use of Santobrite for destruction and prevention of micro-fungi, ff. 4-5.
8. **Mitchell, C. A., and Wood, D. R.** *The Action of Moulds on Ink in Writing.* *Analyst*, vol. 63, 1938, p. 111.
Referred to in BRA Technical Section, *Bulletin* 5, 1939, p. 1.
9. **Plenderleith, H. J.** *Mould in the Muniment Room.* *Archives*, vol. 1, no. 7, 1952, pp. 13-8.
10. **Tottle, H. F.** *Strong-Room Climate.* *Archives*, vol. 2, no. 15, 1956, pp. 387-97.
Deals with the problems of temperature, humidity, and dirt control, with special reference to eliminating moulds.

Insect Pests

11. **British Museum (Natural History) publications.**
The insect enemies of books most commonly found in this country are described in the following pamphlets:—
Economic Leaflets:
No. 2. The Furniture mite (Out of print).
No. 3. The Silver fish and firebrat.
No. 4. Psocids, book lice, dust lice, etc.
No. 5. Crickets.
No. 6. Plaster beetles.
Economic Series:
No. 8. Rats and mice as enemies of mankind (Out of print).
No. 11. Furniture beetles.
No. 12. The Cockroach.
No. 14. Clothes moths and house moths.
No. 15. Common insect pests of stored food products.
Referred to by H. J. Plenderleith in BRA Technical Section, *Bulletin* 18, 1945.
12. **Holness, R. F. G.** *Protection of Records against Bookworm: Fumigation of Archives.* BRA Technical Section, *Bulletin* 16, 1946, p. 35.
Reprint from *Bulletin* 14, 1942, pp. 1-2.
13. **Hughes, A. W. M.** *Insect Pests of Books and Paper.* *Archives*, vol. 1, no. 7, 1952, pp. 19-22.
14. **Plenderleith, H. J.** *Bookworm: Treatment by Carbon Disulphide.* BRA Technical Section, *Bulletin* 19, 1948, p. 8.
15. **Plenderleith, H. J.** *Insects among Archives.* BRA Technical Section, *Bulletin* 18, 1945, pp. 2-6.
16. **Weiss, H. B., and Carruthers, R. H.** *The More Important Insect Enemies of Books, and a Bibliography of the Literature.* *Bulletin of the New York Public Library*, vol. 40, 1936, pp. 739-52, 827-41, 985-95, 1049-64.
This article is referred to by H. J. Plenderleith in the *American Archivist*, vol. 11, 1948, as "the best available non-technical discussion of the subject". The uses of insecticides, fumigants and repellants are mentioned in relation to particular pests.
17. **Wood, G. W.** *Books and Documents: Protection from Insect Damage. A Survey of the Problem and Methods of Control.* Colonial Office Pesticides Information Service: *Pesticides Abstracts and News Summary*, Section A, vol. 3, no. 2, May, 1956. 15 pp. Bibliog.
This pamphlet is not written specially for archivists, but provides a good general survey of the subject. The first part describes the insect pest in three groups: starch feeders, cellulose feeders,

protein feeders. The second part deals with methods of control; the final section consists of a list of references, 93 in all, and so provides a bibliography of the subject.

Atmospheric Pollution

18. **Langwell, W. H.** The Deterioration of Newsprint in Impure Atmospheres. *Journal of the Society of Archivists*, vol. 1, no. 6, 1957, pp. 173-4.
19. **Langwell, W. H.** Observations on Paper Embrittlement. *Journal of the Society of Archivists*, vol. 1, no. 6, 1957, pp. 172-3.
Deals with the dangers of atmosphere polluted by sulphur dioxide.
20. **Plenderleith, H. J.** A Note on Dust Problems in Repositories. BRA Technical Section, *Bulletin* 19, 1948, pp. 4-5.

III. BUILDINGS AND EQUIPMENT

The literature on archive buildings and equipment is in amount comparatively small. This is perhaps fortunate, because the reading of books is a poor substitute for visits to existing repositories, whether adapted or purpose-designed, and for discussions of problems against a background of actual circumstance. The books listed below include no technical works of an architectural or engineering nature. Their purpose, in fact, is to serve as an *aide-mémoire* to the archivist whose mind, busy with many other aspects of his varied work, has to be re-tuned to the problems of detail with the need for new building, adaptation, or re-equipping will bring. A considerable amount of information is contained in *ARCHIVUM*, vol. 6, 1956, issued in 1958, and this volume might well be taken as a starting-point for reading. It should be remembered, however, that in general the volume deals with building on a scale considerably in advance of that of local repositories in this country. As an additional aid, it should be noted that the Library of the Royal Institute of British Architects has issued a bibliography on 'International and National Libraries, including Archives'.

1. **Atkinson, R. L.** Notes on Showcases. BRA Technical Section, *Bulletin* 16, 1946, pp. 20-3.
2. **British Records Association.** Exhibition of Documents: Report of a Sub-Committee Appointed by the Council, 1949. *Archives*, vol. 1, no. 3, 1950, pp. 42-5.
This article contains only slight mention of equipment and fire precautions.
3. **British Records Association.** Strong-Room Construction: the Archivist's Point of View. BRA Technical Section, *Bulletin* 16, 1946, pp. 1-8.
4. **Carter, E.** Strong-Room Construction: the Architect's Point of View. BRA Technical Section, *Bulletin* 16, 1946, pp. 9-14.
5. **Collis, I. P.** The Ideal Layout of a Local Record Repository. *Archives*, vol. 1, no. 6, 1951, pp. 31-5, and no. 7, 1952, pp. 52-9.
Based on returns from ten County Archivists to whom were issued 'heads of guidance'. This article has been off-printed.
6. **Collis, I. P.** Notes on Modern Archive Buildings in England, Wales and Northern Ireland. *Archivum*, vol. 6, 1956, pp. 100-7. Diag.
General survey of the nature of many repositories in the countries concerned.
7. **Duchemin, M.** Les Bâtiments D'Archives Départementales en France. *Archivum*, vol. 6, 1956, pp. 108-76. Ill., diags.
A very valuable account of French archive-building policy, with technical descriptions of 32 repositories in the Départements. Profusely illustrated with scale-plans giving a clear picture of the lay-out of 9 repositories.
8. **Ellis, R., and Ellis, J.** Archivist and Architect: an Ideal Design for a Limbo Record Repository. *Archives*, vol. 1, no. 8, 1952, pp. 20-9. Ill., diag.
Primarily for the treatment of 'dormant' records, but capable of adaptation.
9. **Emmison, F. G.** Shelves and Boxes. BRA Technical Section, *Bulletin* 16, 1946, pp. 14-8.
10. **Gondos, V.** A Note on Record Containers. *American Archivist*, vol. 17, no. 3, 1954, pp. 237-41. Diags.
11. **Hedar, S.** On Building Archives. *Archivum*, vol. 6, 1956, pp. 83-7.
Describes the contents of a paper issued by the Royal Board of Directors of Buildings in Sweden incorporating regulations for the building of archive repositories.
12. **Hull, F.** Local Archives of Great Britain: XI: the Kent Archives Office. *Archives*, vol. 2, no. 13, 1955, pp. 237-46. Ill., diag.
Description of the Records Building and Archive Office (pp. 239-43) with sketch plan of ground floor, p. 242.
13. **National Fire Protection Association (Massachusetts).** Consolidated Reports of the Committee on Protection of Records. 1947. 64 pp.
An American publication containing considerable technical detail.
14. **Ralph, E.** Storage of Bristol Archives during the War. BRA Technical Section, *Bulletin* 19, 1948, pp. 6-7.
Use of a disused railway tunnel.
15. **Robison, D. M.** Planning the Tennessee State Library and Archives Building. *American Archivist*, vol. 19, no. 2, 1956, pp. 139-50.

- History of events leading towards the implementation of the project. Site with ample room for expansion. Architect refused to draw any plans until he had a full statement of the work to be carried on in the building, the proper sequence of that work, and the approximate space required for each operation. Storage areas 81,000 sq. ft.; work areas 27,000 sq. ft.; equipment room 3,000 sq. ft.; receiving room 1,000 sq. ft.
16. **Schellenberg, T. R.** *Modern Archival Buildings*. *Archivum*, vol. 6, 1956, pp. 88-92.
General account of the purpose and organisation of archival buildings, from the American point of view.
 17. **Simon, L. A.**, and others. *Buildings and Equipment for Archives*. *Bulletins of the National Archives (U.S.A.)*, no. 6, 1944. 32 pp.
An American publication dealing with planning of buildings, collaboration between archivist and architect, and equipment needs.
 18. **Surgen, O. R.** *The Records Section: Space, Location, and Lay-Out*. *American Archivist*, vol. 18, no. 3, 1955, pp. 231-40. Diags.
Use of filing equipment (tall cabinets on three sides and counter-height cabinets on fourth) for forming enclosure or operating unit. Geared to modern records in current use. Gives on p. 234 fifteen factors governing space selection.
 19. **Tottle, H. F.** *Strong-Room Climate*. *Archives*, vol. 2, no. 15, 1956, pp. 387-97.
How to discover and regulate temperature and humidity in the strong-room, naming some manufacturers of equipment.
 20. **Williams, W. O.** *Shelving of an Aluminium Alloy*. *Archives*, vol. 1, no. 2, 1949, pp. 30-2.
Description of shelving in use at the county repository of Caernarvon, and the Library, University College of North Wales, Bangor.
 21. **Willms, A. M.** *Canada's New Records Centre*. *American Archivist*, vol. 19, no. 4, 1956, pp. 321-4. Ill.
'The interior of the centre is divided into 35 storage rooms, 17 offices, search rooms and various work-rooms, a staff room, a conference room, and so on. Its total floor area is over 200,000 sq. ft., with a net storage of over 3½ acres. Only about one-third of the storage area has been equipped with shelves, and here an adjustable steel library shelving has been used. Workflow is provided from the indoor loading dock to the reception room, to cleaning benches and fumigation chamber, and, if necessary, to the sorting room. Two freight elevators, one at the front and one at the back, provide access to the basement and upper floors.'
 22. **Winter, G.** *Gedanken über einen Archiv-Neubau*. *Archivum*, vol. 6, 1956, pp. 93-9.
Deals with choice of area for, organisation of, and up-to-date equipment in archival buildings. Written in German, from the experience gained in the Koblenz repository.

IV. DOCUMENT REPAIR AND BINDING

There is still no complete text-book on document repair, which remains essentially a craft to be learned from practice rather than study. The information so far printed must be sought in periodicals, pamphlets, and chapters of more general works, a selection of which is printed here. Much valuable information has been printed in languages other than English, particularly in German and in Italian. The literature of binding repair is equally restricted; books on binding are numerous, but they deal mainly with the accepted processes of binding and individual variations upon them.

In this list 'orthodox repair' means the traditional technique developed in England at the Public Record Office, and 'lamination' means the newer process using acetate foil applied with heat and pressure.

General

1. **Ellis, R.** *The Principles of Archive Repair*. London School of Printing and Graphic Arts, 1951. 9 pp.
2. **Plenderleith, H. J.**, and **Werner, A. E. A.** *Technical Notes on the Conservation of Documents*. *Journal of the Society of Archivists*, vol. 1, no. 7, 1958, pp. 195-201.

Orthodox Repair

3. **Jenkinson, Sir H.** *A Manual of Archive Administration*. London, Lund, Humphries, 2nd ed., 1937. xvi + 256 pp. Diags.
In particular pp. 66-80, and pp. 213-8. A short and clear account of the orthodox method, by the archivist chiefly responsible for its development.
4. **Jenkinson, Sir H.** *The Principles and Practice of*

Archive Repair Work in England. *Archivum*, vol. 2, 1952, pp. 31-41.

Describes the organisation rather than the technique of repair work.

5. **Jenkinson, Sir H.** *Some Notes on the Preservation, Moulding and Casting of Seals*. *Antiquaries' Journal*, vol. 4, 1924, pp. 388-403.
6. **Redstone, L. J.**, and **Steer, F. W.**, editors. *Local Records, their Nature and Care*. London, G. Bell, 1953. xv + 246 pp. Bibliog.
Ch. 12 deals with repairs.
7. **Smith, L. H.** *Manuscript Repair in European Archives*. *American Archivist*, vol. 1, 1938, nos. 1, pp. 1-22 and 2 pp. 51-77.
A detailed and clear description of the technique then in use.

Lamination

8. **Barrow, W. J.** Manuscripts and Documents: their Deterioration and Restoration. Charlottesville, Va., University of Virginia Press, 1955. 86 pp.
9. **Barrow, W. J.** Procedures and Equipment used in the Barrow Method of Restoring Manuscripts and Documents. Richmond, Va., 1954. 14 pp. Bibliog.
10. **Ellis, R.** An Archivist's Note on the Conservation of Documents. *Journal of the Society of Archivists*, vol. 1, no. 9, 1959, pp. 252-4.
Maintains that much document repair must still be carried out by orthodox methods.
11. **Evans, D. L.** The Lamination Process, a British View. BRA Technical Section, *Bulletin* 18, 1945.
A critique of (12) below.
12. **Minogue, A. E.** The Repair and Preservation of Records. *Bulletins of the National Archives (U.S.A.)*, no. 5, 1943.
Describes the method then in use at the National Archives in Washington.

(No. 2 on this list contains a valuable summary of lamination processes.)

Repair of Bindings

13. **Cockerell, D.** Bookbinding and the Care of Books. London, Pitman, 5th ed., 1953. 345 pp. Ill., diags., glossary.
A general work but with emphasis on the preservation of bindings.
14. **Cockerell, S. M.** The Repairing of Books. London, Sheppard Press, 1958. 110 pp. Ill., diags., bibliog.
Includes a description, with diagrams, of the 'guarding and filing' process.
15. **Harrison, T.** The Bookbinding Craft and Industry. London, Pitman [c. 1932]. x + 139 pp. Ill.
A useful general work.
16. **Plenderleith, H. J.** The Preservation of Leather Bookbindings. London, British Museum, 1947. 24 pp.
17. **Town, L.** Bookbinding by Hand for Students and Craftsmen. London, Faber, 1951. 281 pp. Ill.

V. PHOTOGRAPHY AND REPRODUCTION

Of the technical subjects with which the archivist needs to have some acquaintance, photography is the most voluminous in its literature and this bibliography is selective in the extreme. It is confined principally to works which will give archivists sufficient technical information to enable them to understand photographic processes applicable to archives and some of the allied problems. Most manufacturers of equipment and materials are very willing to help enquirers by providing literature and data about their products, and those who wish to know more about particular equipment or processes are strongly advised to write to the manufacturers.

Bibliographies

1. **Born, L. K.** The Literature of Microreproduction, 1950-55. *American Documentation*, vol. 7, no. 3, 1956, pp. 167-87.
2. **McCrum, B. P.** Microfilms and Microcards: their Use in Research. Washington, Library of Congress, 1950. v + 81 pp.
These two complementary bibliographies are useful not merely to show the extent of literature available but for the brief comments on the contents of each work or article listed.
The annual bibliographies in the *American Archivist* and *Archivum* will help to keep archivists abreast of recent developments and literature.

General Works

3. **Focal Press Ltd.** The Focal Encyclopaedia of Photography. London, Focal Press, 1956. xxxii + 1,298 pp. Ill.
4. **Horder, A., editor.** The Ilford Manual of Photography. London, Ilford, 5th ed., 1958. 725 pp. Ill.
Exhaustive works on photography, valuable as general works of reference.

Document Photography

5. **Burkett, J.** Microrecording in Libraries. London, Library Association, 1957. 55 pp. Ill. (Library Association Pamphlet, no. 17.)

Brief description and discussion of the applications of micro-recording methods, including microcards and microfiches.

6. **De Sola, R.** Microfilming. New York, Essential Books, 1944. 258 pp. Ill.
Clear and concise presentation of the subject with copious illustrations.
7. **Greenwood, H. W.** Document Photography. London, Focal Press, 3rd ed., 1947. 163 pp. Ill.
Useful general survey of various methods of reproducing documentary materials.
8. **Ilford Ltd.** Document Copying with Ilford Materials. London, Ilford, 2nd ed., 1955. ix + 46 pp. Ill.
9. **International Federation for Documentation.** Manual of Document Reproduction and Selection. The Hague, 1954. 2 vols. Ill.
Detailed information or various methods and types of equipment, useful general reference book. Simple statement of principles, most useful to those not technically minded but wishing to know something about the subject.
10. **Jenkinson, Sir H.** Microphotography and Archives: a Memorandum from the Public Record Office, London, *Archivum*, vol. 3, 1953, pp. 81-6.
Brief but valuable concise statement on microphotography as it may affect the work of the archivist.

11. **Muller, J. L. H.** L'Appareil de Réproduction Leitz et L'Etude des Manuscrits. *Leicaste Revue du Format* 24/36: 4e série, no. 17, 1953, pp. 4-9. Ill.
12. **Verry, H. R.** Document Copying and Reproduction Processes. London, Fountain Press, 1958. 358 pp. Ill., bibliog., glossary.

General survey, extending beyond purely photographic processes. Valuable up-to-date standard reference work which should be consulted by anyone interested in the subject.

Storage of Films

13. **British Standards Institution.** Storage of Microfilm. London, B.S.I., 1955. 4 pp. (British Standard 1153: 1955).
14. **Kodak Ltd.** The Storage of Photographic Materials and Photographic Records. Data Book of Applied Photography, vol. 1—Data Sheet RF-6. London, Kodak. n.d. 6 pp. Bibliog.

Shorter Communication

Lamination of Documents

A paraphrased Digest
of

William K. Wilson and B. W. Forshee, *Preservation of Documents by Lamination*,
= U.S.A. National Bureau of Standards, Monograph No. 5. Issued October
30, 1959. U.S. Government Printing Office, Washington, D.C. 20 pp.

Abstract. The chemical stability and physical properties of cellulose acetate film used to preserve and restore old or damaged documents by lamination were investigated. Pretreatment of documents with alkaline media before lamination is desirable if the paper contains an appreciable amount of acid. The lamination process does not degrade cellulose acetate film to a measurable extent. Acid-free papers are not degraded during lamination but papers containing acid are degraded in proportion to the amount of acid present. Tissue added to the laminate increases the tensile strength

and internal tear resistance but decreases edge tear resistance as compared to that of film alone, extending beyond the paper.

The loss of plasticiser with time from a cellulose acetate laminating film does not impair the properties of the laminate. Composition and performance specifications for a cellulose acetate laminating film suitable for archival use, are presented. The properties of polyethylene and polyethylene terephthalate films, of interest in connection with their possible use for the protection of documents, are discussed.

This monograph is an important addition to the published information on the two well-known cellulose acetate processes of document lamination. It contains much valuable quantitative experimental data bearing on the permanence of laminated documents, and, incidentally, on the permanence of microfilm base and paper records generally.

It seemed probable therefore that archivists would appreciate a translation of its severe scientific language to a simpler form of description more easily read by the non-technical reader. Translation of this kind often involves some blurring of the original text, and a study of the original document is strongly recommended.

Since the space available for this account would not allow of an adequate description of these processes, it will be assumed that the archivist has some general knowledge of the two processes in question, viz., the platen or flat bed process used for about twenty years by the U.S. National Archives, and the roller or cylinder process developed by W. J. Barrow.

The chief aim of the investigation initiated by the National Archives Library of Congress and the Virginia State Library was to establish specifications for cellulose acetate film of commercially practicable quality having the maximum stability for lamination.

More than half the monograph deals with the measurement of those properties of the cellulose acetate film which might contribute to its permanence, since this component of the sandwich is the one over which the archivist is likely to have most control; it is also the constituent most likely to be unstable, in that it may become brittle with age.

This half of the monograph therefore is not directly of much interest to the archivist except for the framing of specifications for the control of the quality of film supplied to him by the manufacturer. It has an indirect interest however in that the factors that make for the permanence of the laminate may have some relevance to cellulose acetate film for microfilm base.

The experimental data dealing with the effect of atmospheric oxygen on cellulose acetate show very clearly that this material suffers oxidation with consequent embrittlement in even a pure atmosphere, and this action is a fundamental property of the material; it cannot be prevented, though it may be slowed down.

As a result of the investigations, a commercial film can now be made which will certainly be very much more permanent than many of those previously used.

In order to achieve these improvements the kind of plasticisers used must be chosen with care. Additions should be made to counteract acid which may be present in the foil, or may be picked up from a polluted atmosphere, or even from the paper to be laminated. Other additions which would have the effect of slowing down the harmful effects of ultra-violet light and atmospheric oxygen are recommended.

Beyond showing to what extent the tissue component of the sandwich contributes to its strength, it seems to be taken for granted that a good quality permanent tissue, such as lens tissue or Jap tissue, can usually be obtained without much difficulty.

Some very interesting and significant data have come to light in considering the third component of the sandwich, the document itself. [It is this aspect of the investigation which may have as much interest for archivists in general as those more specially interested in the process of lamination.]

The dangerous effect of traces of acid such as, e.g., sulphuric acid in both cellulose acetate film and paper has long been known to paper and textile technologists. The present investigations have shown that as little as 0.01% of sulphuric acid has a markedly adverse effect on the film used for lamination by both processes.

Even a good-quality rag paper sized with rosin and alum shows a measurable deterioration at lamination temperatures after five passes through the roller press and after twenty passes through the platen press. Paper to which alum was added to raise the acidity to that not infrequently found in paper after exposure to a polluted atmosphere, showed quite severe damage in a single pass through either type of press.

These data are important if it is assumed, as there seems good reason to assume, that an exposure to laminating temperatures lasting a few seconds will give a significant hint of what could happen at room temperatures probably after decades, and almost certainly after centuries.

With regard to the lamination processes themselves, it should now be obvious that it is very risky to laminate any paper without some process of deacidification of the document before lamination. Certainly any paper document which has been exposed to the atmosphere should be deacidified before being laminated if it is to be preserved more than a few months.

In conclusion, it should be emphasised again that the monograph will well repay a careful study by any archivist who is willing to tackle the technicalities inherent in a work of this kind. A copy is available to the general public in the Library of the Patent Office in Chancery Lane, London, where it can be consulted.

W. H. LANGWELL

Notes and News

METROPOLITAN POLICE RECORDS

Under the Public Records Act, 1958, the records of this office for the first time became qualified for transfer to the Public Records Office. In consequence, work is now proceeding to select papers of historical importance suitable for transfer. These records date from the creation of the Metropolitan Police Force in 1829 and some of the earlier units include Entry Books of Police Orders and a box of papers marked 'Chartists', containing bundles of police reports on the Birmingham Riots of 1839, on the Chartist disturbances in London in 1848, and on persons offering to give information to the Government relative to Chartist proceedings.¹ Over the years, there has been a systematic 'weeding' of records, particularly among the older ones, and only those of interest have been retained.

Under the review procedure of the Public Records Act, 1958, papers of more recent origin are examined a comparatively short time after action on them has been completed. Those no longer of use or interest are destroyed and the remainder are subject to a second review twenty-five years after their creation. At this stage a decision has to be taken in consultation, where necessary, with a representative of the Public Record

Office, as to whether the records are of sufficient historical interest or value to research workers for transfer to the Public Record Office.

Records transferred to the Public Record Office for permanent preservation are normally open to the public fifty years after their creation, but in certain categories longer periods of closure may be prescribed by the Lord Chancellor. There is, however, provision for permission being given, with the consent of the owning department concerned, to individuals to see papers for special purposes at an earlier date. Papers may, of course, also be borrowed back on a temporary basis by the owning department at any time required.

E. R. HOOPER,

Deputy Secretary, Metropolitan Police Office.

POST-REFORMATION RECORDS OF THE FRANCISCANS IN ENGLAND

The archives of the English Province of the Order of Friars Minor have not yet been made generally accessible to historians. It was thus a notable occasion when a large selection from these records was displayed on the 1st March at the Friary, Forest Gate, London, in a one-day exhibition prepared for the Catholic Record Society.

¹ F. C. Mather, *Public Order in the Age of the Chartists*, Manchester, 1959, p. 234.

Although there were a few friars here in the reign of Elizabeth I, the formal re-establishment of the Order in England dates from 1614; under the Stuarts there were normally about forty friars in England, having been trained and sent out from Douai, the headquarters of the mission until the time of the French Revolution. The records well illustrate the risks that the friars ran in these early years, and their use of ciphers and aliases to preserve secrecy. Fr J. J. Wall, who was executed at Worcester in 1679, used three surnames besides his own; among the records are his own narrative of his trial and an account of his life by his confessor. The matrix of the first seal of the Province survived the vicissitudes of this period and is still preserved; curiously, its design includes the royal arms.

Later, the friars were exposed to less extreme danger, but they still had to contend with much opposition—such as that from the ‘peevish neighboring justice’ who forced them to close their school at Osmotherley in 1714, an incident described by the Provincial, Antony Parkinson, in his personal notebook. A number of these notebooks of Provincials are preserved; their account of the day-to-day activities of the mission makes them one of the most interesting classes of its records. The backbone of the archive, however, is the series of formal chapter registers of the Province, which begin in 1625. They are supplemented by the Procurators’ account books, preserved from 1773 onwards, and by a mass of miscellaneous papers. Among them are deeds of gift, such as the Marquis of Worcester’s promise in 1651 of £100 a year ‘out of any Church living to me belonging’, some family papers of individual friars, and many items of general correspondence.

The records have been carefully preserved and are mostly in excellent condition. Their value for the history of Roman Catholicism in England after the Reformation is immense, and all students of English social history will hope that the recent exhibition is only the first step along a path which will lead eventually to the publication of the most significant.

P. D. A. HARVEY,
Dept. of MSS., British Museum.

EARLY AUSTRALIAN ARCHIVES

The issue of this *Journal* for October 1959 contains a very useful survey under the title ‘The Archives of Protestant Missions from London to Australia, 1787–1850’, by Mr Leslie R. Marchant. This will be of value to all Australian historians of the period.

Mr Marchant does, however, leave himself open to misinterpretation in at least one respect. Writing of the ‘first years of settlement in Australia’, which he takes to be from 1788 to 1821, he says that ‘almost without exception the records filed for the period just mentioned are ‘official’ in their origin; or they were created as the private writings of one or another of the servants of the government who utilized his leisure to write impressions of his new surroundings.’

It is of course true that for the first few years almost all surviving records are of the kind that Mr

Marchant indicates, since officials and convicts were the only people in the colony. But from the earliest years of the 19th century there is an increasing volume of purely private papers, including diaries and correspondence, which Mr Marchant appears to have overlooked.

In the Mitchell Library, Sydney, which is a department of the Public Library of New South Wales and one of the great ‘national’ collections of the world, there is, for example, a very large group of private manuscripts, dating from about 1803, of which the Hassall, Riley, Macarthur, Blaxland and Banks papers are but a few. In the Dixon Library, another department of the same State library, there are many similar manuscripts. This is in addition to big collections of private papers of the early colonial governors and officials, and in addition to missionary papers both private and ‘official’ that originated in the mission field.

These private papers are not ‘readily accessible’ in the sense that, like most of the world’s historical manuscripts, the great majority of them have not been published, although they are used extensively by scholars from abroad as well as from Australia. Mr Marchant’s statement that ‘there are no private archives or papers of “independent” citizens in existence’ is not, however, in accord with the facts; and it would be unfortunate for scholarship if the impression were created that the remarkably full documentation of Australian history from its earliest years depends upon official or semi-official records alone.

G. D. RICHARDSON,
*Principal Librarian,
The Public Library of New South Wales,
Sydney.*

A **Salisbury Sessions Roll of 1540** was recently discovered among the archives of Winchester College by the College Archivist, Mr John H. Harvey, F.S.A. It consists of two large membranes with twenty-two small membranes attached in two groups of four and eighteen. In view of the provisions of the Public Records Act of 1598 and the nature of the record which relates to a City Session held at Salisbury, 18th March 31 Henry VIII, the whole document was passed as a gift from the Warden and Fellows of Winchester College to the Corporation of Salisbury. It is now the earliest document of its kind among the Corporation’s archives.

The **Lancashire Record Office** in Preston has, just twenty years after being established, moved from County Hall to new quarters in the Sessions House, Lancaster Road (Telephone: Preston 84705). The County Archivist, Mr R. Sharpe France, hopes to include a descriptive account of the new Office in his Annual Report for 1960.

Facsimile edition of Danish Mediaeval Manuscripts. Under the general title *Corpus Codicum Danicorum Medii Aevi* a committee of Danish academic

scholars, librarians, archivists, and antiquaries will, this year, commence the publication of a number of manuscripts of outstanding historical, literary, liturgical, artistic and philological importance, dating from the period between c. 1100 and c. 1400 and to be found in repositories all over Europe. The carefully planned programme of the work, which is to appear under the patronage of H.M. King Frederik IX and has Professor Johannes Brøndum-Nielsen as its general editor, provides for the publication, between now and 1969, of twenty large volumes comprising in all some forty Danish mediaeval texts. Each of them is to contain two individual manuscripts with the facsimile sections printed in collotype and containing many full size reproductions in colour made from photographs especially taken for the purpose, frequently with the aid of ultraviolet rays and further processed with glass plates treated with a gelatine substance, to ensure the highest

possible standard of precision. The critical introductions to each volume are to be contributed either by a member of the editorial board or by a scholar who is an expert on the manuscript concerned or the period from which it dates. It is particularly noteworthy that the series will include manuscripts of strictly archival origin and character, ecclesiastical as well as public records, such as the *Necrologium Lundense*, the first written text of Scandinavia of which the original is still preserved, dating from shortly after 1100 and begun at the same time as the building of Lund Cathedral; the *Liber Aruensis*; the capitular letter book of Aarhus Cathedral (14th-15th century); the *Liber census Daniae* (c. 1300); and the *Liber censualis episcopi Roskildensis* (c. 1370). The publishers of the series are Messrs. Munksgaard of Copenhagen and the price will be approximately 600.- Danish Kroner per volume.

350 YEARS OF LAMBETH PALACE LIBRARY

To mark the 350th anniversary of the founding of Lambeth Palace Library an exhibition of recent gifts and accessions was opened on May 31st by the Archbishop of Canterbury, and will remain open until December 10th.

Founded in 1610, under the terms of the will of Archbishop Richard Bancroft, the library suffered tragic losses in 1941 when incendiary bombs destroyed most of the roof of the Great Hall and burned many books. Fortunately the most valuable manuscripts and archives had previously been moved to a place of greater safety, but after the restoration of the Great Hall at the end of the war it was necessary, practically, to refound the library. Since the library receives no national or local financial aid, it has to rely upon gifts from private individuals and that it has been at all possible to hold this exhibition is due to the generosity of the many private benefactors who have given books and manuscripts to the extent that the library has doubled its stock since the war. The expansion of the archives has been particularly marked due to the transfer, in 1953, of the archives of the Registrars of the Master of the Faculties, and the Vicar General, formerly housed in Morton's Tower. The library has also taken into its custody the archiepiscopal correspondence from 1868 onwards; certain probate records, from Somerset House, of archbishops' peculiar jurisdictions; the records of the Court of Arches and the court rolls of archiepiscopal manors which had been

retained by the Church Commissioners or deposited in the Public Records Office. A selection from each of the archive groups is included in the exhibition, a particularly interesting item being the Allegation of John Milton that he intends to marry Elizabeth Minshull and bearing a rather pathetic signature which clearly shows that its author was blind. Mention may also be made of the first register of the Faculty Office, 1533-40; the report on the soil of the site proposed for the building of St. Luke's, Old Street, in recent months once more a problem; letters to Archbishop Tait from Disraeli and Jowett on the Public Worship Regulation Act, 1874; and, from the collection of manuscripts, also greatly enriched in recent years, a report by Thomas Crawford, in attendance on the Earl of Stair, English ambassador in France, on the Jacobite rising of 1715, and an interesting household book of Lionel Cranfield, Earl of Middlesex. This somewhat arbitrary selection of items for mention is intended to show the wide scope of the library's stock which is by no means confined to purely ecclesiastical material. In addition to the printed books, there is on exhibition a charming wooden horse given to Archbishop Davidson when he was four years old and a bust in bronze of the present Archbishop by Sir Jacob Epstein.

The excellently documented and well-produced catalogue is a fitting complement to an interesting exhibition.

ANTONIA BUNCH

Reviews

ENGLISH VERNACULAR HANDS FROM THE TWELTH TO THE FIFTEENTH CENTURIES. By C. E. Wright, Oxford University Press, 1960. xix ... 24 pp., 24 pls. 35s.

This elegantly produced book is the second volume in the series "Oxford Palaeographical Handbooks" and uniform with 'Greek Literary Hands, 350 B.C.-A.D. 400', compiled by C. H. Roberts, one of the general editors of the series.

English Vernacular Hands is an attractive though slim volume, possibly too slim for the purpose in mind. As a handbook for students it is expensive, or if, as the inside cover suggests, it is for Middle English specialists and palaeographers, it is not sufficiently comprehensive. Furthermore, "a desire to put before students specimens of Middle English with which they will be most familiar textually," seems not the most adventurous of aims nor that most likely to appeal to specialists. A pity too that of the twenty-four plates, twenty-two should be of manuscripts in the British Museum and two, just to add the Oxford flavour, from Bodleian manuscripts. Are there really no English Vernacular manuscripts elsewhere? The transcriptions are most careful and consistent, but did the scribe really intend to write "vpon", "vndir", "vnshaply", or "haue", "eue", "twelue" and "selue"?

The above criticisms apart, it must be stressed that the book has a thorough introduction, a good select bibliography and clear and informative notes on the peculiar features of each text. A handsome addition to a well-stocked bookshelf, or a beguiling introduction to English Vernacular manuscripts, this volume may truly claim to be both these things.

PHILIP E. JONES

GUIDE TO THE RECORDS IN THE CUSTODY OF THE CLERK OF THE PEACE FOR WILTSHIRE (Guide to the Wiltshire County Record Office. Part 1.). By Maurice G. Rathbone. (Wiltshire County Council) xiii + 41 pp. 5s. (paper covers).

This is the first part of a projected *Guide* to all the records which have accumulated or have been deposited at the County and Diocesan Record Office at Trowbridge. Sessions records of the County are well known through the books of J. P. M. Fowle, H. C. Johnson and B. H. Cunnington, and the extracts of R. W. Merriman, but the present guide is more complete than any previous survey. It includes administrative and financial records, as well as judicial records, clerks papers and documents relating to the Lieutenancy and Shrievalty, and is presented in what has become modern standard form and sequence. Nevertheless, local nomenclature is interesting. Sessions Files in Wiltshire are designated Great Rolls.

It is surprising, in view of the vicissitudes of the records as indicated in the introduction, and the fact that the Sessions were held alternately in four different towns, Salisbury, Devizes, Warminster and Marlborough, that the series is so complete. It is truly said that the establishment of a Record Office and the appointment of an archivist (in 1947 in Wiltshire), are not enough; historians and the public must be able to discover what records are in fact preserved and likely to contribute to their researches. Published guides provide this essential service.

PHILIP E. JONES

A GUIDE TO THE MANUSCRIPTS AT THE NATIONAL MARITIME MUSEUM. By K. F. Lindsay-MacDougall. National Maritime Museum, 1960. 20 pp. + plates. 4s.

The manuscripts now at the National Maritime Museum have been variously acquired during the past quarter of a century by gift, purchase, deposit or transfer from other authority. The Museum's special field is British maritime history—that is to say, the affairs of the Royal Navy, the mercantile marine, the fishing fleet, exploration and yachting—but the manuscript collection relates principally to the Royal Navy and the mercantile marine. In the earlier absence of a printed guide, informative notes on the scope and arrangement of this collection had appeared in *The Mariner's Mirror*, the quarterly journal of the Society for Nautical Research. Before Miss Lindsay-MacDougall left the Museum's service, however, she worked-over her earlier notes and produced this present guide.

This well-produced *Guide* now indicates broadly the scope of the collection, it outlines the methods of classification and cataloguing, states briefly the reading-room facilities, and provides (by way of an appendix) a select summary of the subject index and class lists, with terminal dates of the various 'runs'. Thirteen pages of well selected and clearly produced plates are added.

Among the natural collections now at the National Maritime Museum the longest series include the 1356 volumes of Admiralty Board general orders dating between 1688 and 1815, and the 232 volumes and bundles of Navy Board letters dating between 1738 and 1831. There are also over five thousand volumes of naval lieutenants' logs (the captains, and masters' logs are in the Public Record Office), and over 1400 volumes of more local records relating to the Portsmouth and Chatham dockyards. The central records, part of the Admiralty archives, were stored for many years at the old Deptford Victualling Yard, where they had already been made accessible for research. For the most part these duplicated certain holdings in the Public Record Office, and were therefore weeded out at the beginning of this century. The continued preservation, however, of two such parallel series in two different record offices is justified by the fact that the series at the Public Record Office is arranged according to the issuing authority, whereas the series now at the National Maritime Museum

is divided according to the subject matter. The records relating to local administrations—the various dockyard records—date from 1672 to 1900, and have been deposited in the Museum by arrangement with the Admiralty. The artificial collections have the usual wide, if miscellaneous, coverage.

Upon detailed comparison, one occasionally finds that the earlier and 'briefer' notes referred to above are more informative—and indeed occasionally more accurate—than the present expanded *Guide*. (Compare for example, *Guide*, page 14, 'B: Merchant Navy', with the *Mariners' Mirror*, vol. XL, page 224, 'B. Mercantile Marine'.) Furthermore, an occasional slip seems to suggest that the detailed knowledge and understanding of Royal Naval affairs does not always extend equally to the merchant service. For example, it is scarcely correct to say that 'the records of merchant shipping were not centralised until the mid-eighteenth century' (*Guide*, page 15). The reference here is presumably to the Merchant Shipping Act of 1854, which, however, did little more (at least to the records) than to transfer their custody from one department of the central government to another. On the other hand, the act of general registry of 1786 (26 Geo. III, cap 60) created an entirely new centralised archive—some items of which have been placed in the National Maritime Museum on loan (*Guide*, page 14)—and upon which an increasing amount of work is currently being done. Even earlier than this, however, a centralised record, the Register-General of Shipping was set up in 1696, and about this central register, also, a good deal has already appeared in print. (See for example, Sir George Clark's paper, 'The General Registers of Shipping,' in the first of the Royal Historical Society's *Guides and Handbooks—Guide to English Commercial Statistics: 1696–1782, 1938*.)

These, however, are but minor blemishes in a handy, informative and well produced guide, which appropriately enough graces its cover with Kneller's portrait of Samuel Pepys.

RUPERT C. JARVIS

ACCOUNTS AND SURVEYS OF THE WILTSHIRE LANDS OF ADAM DE STRATTON. Edited by M. W. Farr.
Wiltshire Archaeological and Natural History Society, Records Branch, vol. xiv, 1959
for 1958. vii + 266pp. 50s.

The manors of Sevenhampton and Stratton, with which this book is primarily concerned, lie towards the north-east corner of Wiltshire, in the triangle formed by Swindon, Highworth and Shrivenham. In the thirteenth century they formed part of the great inheritance of Isabel de Forz, Countess of Aumale and Devon and Lady of the Isle of Wight, who in 1276, granted them to the well-known financier Adam de Stratton, as lands pertaining to her chamberlainship in the Upper Exchequer, with which she then also enfeoffed him. An element of barter was perhaps involved in the transaction, since Adam, who had for some time been playing an active part in the administration of her affairs, soon afterwards undertook the stewardship of all her estates. Although Adam was, as his name implies, a native of Stratton, and already owned a number of small properties there, and was later to acquire others; his career had for at least twenty years previously lain in London, where, in addition to his lucrative private business, he had held various lesser posts in the Exchequer hierarchy. He was also master of the King's works at Westminster, and had established himself as a royal favourite.

There is no evidence that Adam visited the two manors during the thirteen years for which he held them, nor that his interest in them extended beyond the not inconsiderable income that they brought him, and they continued, as under Isabel de Forz, to be administered through reeves. His short connection with them ceased when the activities which were to earn him lasting fame as 'the great Christian usurer,' eventually achieved scandalous proportions and led to his downfall, and to the forfeiture of all his lands to the Crown in 1290. His muniments, together with a considerable quantity of material relating to his stewardship of the estates of Isabel de Forz, thereupon passed into the Exchequer. There, such of them as were not reclaimed by subsequent holders of the lands, appear in the course of time to have become confused with unrelated documents, and many of them no doubt were lost. Consequently, when the records of the Exchequer were transferred to the Public Record Office nearly six centuries later, the remains of the collection had ceased to be recognisable as such, and were dispersed among a variety of different 'classes'. From this obscurity, the Records Branch of the Wiltshire Archaeological and Natural History Society has now set out to rescue and to publish the more substantial of the material that relates to Wiltshire, the present volume being intended as the first of a series. Other volumes so far announced will comprise thirteenth century court-rolls of the two manors, and rolls of Highworth hundred.

To Mr. Farr has fallen the task of editing extents of the manors of Sevenhampton and Stratton, and of some associated lands, made at various dates between 1271 and 1277, partly for Isabel de Forz and partly for Adam de Stratton, together with a series of manorial accounts, mainly for Sevenhampton, that cover most of the years from 1269 to 1288, and are thus similarly divided between their two lordships. The value of the picture that these present to all who are interested in medieval agriculture or manorial economy requires no emphasis, and their accessibility and consequent usefulness to the historian has been greatly enhanced by the accuracy with which Mr. Farr has transferred them into eminently readable print. It will be regretted, however, that he has supplied no explanatory notes to the texts of his documents, nor any systematic analysis or discussion of their contents, but has instead devoted his introduction—which is intended to provide a background to the whole series of volumes—primarily to elucidations of the history of the archive, of the descent of the two Wiltshire manors concerned down to the present day, and of the career and circumstances of Adam de Stratton. Well-grounded as the detail of the information provided on these topics appears to be, much of it has perhaps no more than peripheral relevance to the context in which it appears, and in the form in which it has been presented may be felt even to distract from, rather than to elucidate, the strictly earthy story that the documents themselves have to tell. Focus on the latter is not entirely restored by the well-conceived subject index, which with an index of proper names and a glossary of rare words completes the volume, so that those who wish to exploit the rich quarry of material that Mr. Farr has to offer must be warned that they will need to come to it prepared to dig for their own stones.

G. R. C. DAVIS

CHERTSEY ABBEY CARTULARIES, vol. 2 part i. Surrey Record Society, vol. 12, continued 1958.
cxii + 351 pp.

The Cartulary edited here was probably compiled from 1432 to 1436. A first volume was published by the Surrey Record Society in 1915. Two more volumes appeared in 1928 and 1932. After the present volume there is to be one more. Sir Hilary Jenkinson and Mr. M. S. Giuseppi were responsible for the general plan of the work and Mr. Giuseppi did much of the calendaring. But there were many other collaborators and this may explain the chequered history of the cartulary in the hands of the Surrey Record Society. Perhaps it appeared too bulky for one man to edit, but in fact it contains no more material than some bishops' registers. There is no doubt that only a single scholar can reduce a great volume like this to order. The first impression of these editions of the Chertsey cartulary is one of chaos.

The present volume completes the calendar of deeds, and in this volume the calendar is almost entirely the work of Mr. Giuseppi. It is very complete, giving a translation of the deeds with only the formal phrases omitted, and translating the rubrics word for word. In addition there is an introduction by Mr. C. A. F. Meekings which is a model of its kind and does much to make this volume independent of former ones. Mr. Meekings gives a history of the abbey and its rulers, and describes its other registers. He gives a full account of William Manory the cartulary scribe and of the way in which he worked. He discusses the abbey manors and their history and ends with notes on the charters and persons mentioned in them.

Mr. Meekings in his introduction is most generous in giving the student all the help he might require. No one who uses it to elucidate the texts calendared so fully by Mr. Giuseppi need feel lost. It is all the more unfortunate that there should be misprints and omissions of which the following does not pretend to be a complete list:—p. vii. *Transactions of the Royal Historical Society*, add Vol. V. p. ix, *Chronica Monasterii de Abingdon*, add Vol. II; p. xi l. 4, for 1271 read "1261"; p. xii l. 6, Royal assent: *ibid.* 436, add "8 March"; p. xii l. 8, for "9 March 1465" read "19 March"; p. xv l. 15, for "tests" read "texts"; p. xvii, for "f. 69" read "f. 69v"; p. xxx l. 4, for "formed" read "farmed"; p. lv l. 36, for "or" read "on".—The papal bulls in the 13th cent. register listed on pp. xvi and xvii are not unprinted but can be found in W. Holtzmann, *Papsturkunden in England*, Vol. I. Oddest of all is the reference to the cartulary itself in the Public Record Office. This should be E 164/25, not E 165 as on pp. iii and xiv.

H. PETER KING

DIOCESAN ADMINISTRATION IN THE FIFTEENTH CENTURY. By R. L. Storey. St. Anthony's Hall, Publications No. 16, Borthwick Institute of Historical Research, York, 1959. 26 pp. 3s. 6d.

EDUCATIONAL RECORDS. By J. S. Purvis, Borthwick Institute of Historical Research, York, 1959, 109 pp., 49 pls., 30s.

Dr. Storey's brief study of diocesan administration in the fifteenth century, following in the path of the late Professor Hamilton Thompson, making use of such episcopal records as are available in print and summarising the results of his own work at Durham and other recent research, cannot fail to be interesting and important. The field is extensive and within the narrow limits allowed him by the series of St. Anthony's Hall publications, he appears to have surveyed it fairly thoroughly. He portrays with admirable clarity the distinction between the permanent hierarchy of officials and courts which had already crystallised and the more fluid nature of the bishop's personal household; the evolution of the offices of chancellor, official principal and vicar general; and the place of suffragan bishops in the diocesan administration. Much attention is also paid to an official variously known as "sequestrator" and "commissary", who, in the dioceses of the northern province, appears to have been chief collector of the bishop's spiritual revenues and to have become to some extent a rival power to the archdeacon. There is reason to think, as the Reverend Colin Morris has recently shown, "The Commissary of the Bishop in the Diocese of Lincoln" (*Journal of Ecclesiastical History*, vol. 10, 1959), that a similar rivalry between the officer, there known as "commissary", and the archdeacons, developed in the diocese of Lincoln, but without further study of the unprinted materials for both provinces it is not entirely possible to accept Dr. Storey's view of the rise of the sequestrator and the decline of the archdeacon as applicable to the whole country.

Dr. Storey has interesting things to say about the personnel of the episcopate in the fifteenth century and the effect upon diocesan administration of the large proportion of civil servant bishops. He discusses the careers of a number of distinguished episcopal *ministri*, such as the canonist William Lyndwode, but gives little space to the lower ranks of the same service. It may be noted that such lower offices were in fact the recruiting ground for the upper ranks; the appearance of Lyndwode himself, in 1938, as clerk to the archiepiscopal hospice at Maidstone (Lambeth Palace Library, court roll 668), offers some justification for a belief in a medieval *carrière ouverte aux talents*.

For an archivist there is one defect in this paper which must detract from its value. The office of registrar and record keeper, and the evolution of the episcopal chancery, receive only summary mention. It is particularly disappointing that so slight an attempt has been made to describe the episcopal archives of the fifteenth century and to relate them to the accumulations which survive today. With this feeling goes some regret that so little is said of other types of record besides the registers, although it is known that there are at York large classes of other documents which must be of the greatest possible interest for the evolution of diocesan administration in the later middle ages.

It would be churlish to pursue further the criticism of a paper which is necessarily limited by the purpose of the series in which it appears, which serves so well as an introduction for the serious student to a difficult subject and which is priced so reasonably.

The purpose served by Dr. Purvis' picture book of educational records to be found in the York diocesan archives is more obscure. In format it resembles the admirable *Notarial Signs from the York Archiepiscopal Records* which he published in 1957. It professes to illustrate the part played by the church in education and, as a picture book showing documents concerned with this topic, it is relatively adequate. The quality of the illustrations is uneven and few of them are attractive pictorially. Much of the material illustrated is of great interest and could, if wisely used, serve as a valuable introduction to the sources for educational history which may be found in diocesan records. It is, however, a costly work and readers prepared to pay thirty shillings might be justified in expecting a more detailed and reasoned account of the rôle of the church in education than is given in the 'Foreword'. Some indication of printing authorities which could be consulted; some slight description of the nature and origin of the documents from which the illustrations are taken; and an index of places, if not of persons, might add to the value and attraction of the book for the local historians and the teachers and students who are most likely to want to use it. It is indeed difficult to believe that the sources for such a subject as educational history can be adequately studied from any book of illustrations. When the finished product is as costly as this, the reviewer must necessarily inquire whether it might not have been at once cheaper and more generally useful to publish a general *Guide* to the materials from which the illustrations have been taken.

DOROTHY M. OWEN

CATALOGUE OF AN EXHIBITION OF BOROUGH CHARTERS, 24, 25 November 1959. British Records Association, 1959. 50 pp.

Exhibitions of records serve several different purposes; they arouse a general interest in the archivist's work, attract enquiries and even new documents, and show the public in a simple and effective way what is done with its money. They can also contribute directly to scholarly knowledge, not merely by displaying something new, but by assembling and commenting on documents that individually might lie disregarded. That service was performed, approximately, by the British Records Association's exhibition last year, which combined a splendid display with a catalogue of lasting value. The public takes a high standard for granted on these occasions, but the quality of this exhibition surprised even archivists.

British Borough Charters suffer from what might seem the good fortune of an authoritative edition; the imposing volumes by Ballard, Ballard and Tait, and Martin Weinbaum, give a comfortable impression that the work has been done, that the charters earlier than 1660 can be taken as read, and that those later than 1660, which are admittedly often dispiriting documents, are anachronisms that hardly matter at all. These are mistaken views; they might be shaken by the fact that of fifty-two exhibits earlier than 1660, ten are charters that do not appear in the relevant volumes of *British Borough Charters*, but apart from simple omissions, there are many things that the printed analysis cannot tell us and that, in one sense, it has obscured. Charters are documents, and that means that their form is as important as their content. Ballard's necessary and useful analysis has distracted attention from the charters themselves, and made it very difficult to reconstruct any one charter from its scattered parts, or to associate charters by date instead of by particular clauses. Most important of all, we have forgotten to ask the most elementary questions about the documents: who wrote them, when and why, and who decided what should be said in them?

The exhibition not only raised these questions, but pointed to some answers. Two of the most interesting exhibits (29, 30) were not charters, but a draft petition for a charter from the mayor, bailiffs and community of Bedford, c. 1395, and a copy of a privy seal warrant of January 1396 setting out the terms of a charter for the town. By the 1390's at the latest, a borough's agent could submit a draft for the Council to consider, and obtain a copy of the approved warrant, presumably to satisfy his principals by a sight of its terms, or even—"a revolutionary idea", as the learned introduction remarks—to enable the final draft of the charter to be prepared in the borough, and then delivered for sealing.

Even if this revelation does not produce comparable, and hitherto unrecognised, documents from borough muniment rooms, it at least suggests a line of enquiry in other local records. So does the fact that we know so little about the decoration of charters, a matter undoubtedly important to local pride. Although some of the initial letters—ordinarily the chief decorative feature—must be attributed to such artists as we might not expect to find in provincial towns, there are others that show a strong local influence. The drawing on the Carlisle Charter of 1316, showing Sir Andrew Harclay repelling the Scots from the city walls, displays such knowledge of the event and the town that it can only have been drawn locally or to an elaborate local specification. The local emblems and special designs on the charters of Lydd, Colchester and Doncaster (27, 32, 35) present a similar problem, and so does the celebrated initial letter on Bristol's charter of 1347, depicting the punishment of frauds and malefactors that is authorised in the text.

These matters touch only the medieval borough; other questions of aesthetic and historical interest are raised by the seals on charters in all periods, by royal portraits added as embellishments, particularly the portraits of Philip and Mary on the Andover charter of 1555 (43), and by handwriting. Some are discussed in the excellent introduction, all await elucidation. The exhibits are now dispersed, but the British Records Association undoubtedly performed a first-class service to historical scholarship by bringing them together. The only additional service it might have performed, though it seems ungracious to say so, would have been to illustrate its catalogue, give it stiffer wrappers, and sell it to a grateful nation. As it is, the catalogue ought to stand beside *British Borough Charters*, wherever those volumes are to be found. We must hope that there are copies enough for all the new university libraries that we are promised.

GEOFFREY MARTIN

RECORDS OF THE CORPORATION OF SEAFORD. A Catalogue edited by Francis W. Steer. East Sussex County Council, Lewis, 1959. vi + 66 pp., 6 pls. 100 copies printed. 17s. 6d. (cloth-bound).

Seaford was a member of the Port of Hastings and was incorporated in 1544, but like the other Sussex Cinque Ports, it declined when its harbour choked. It then lived precariously on Cinque Port privileges and its parliamentary franchise until the nineteenth century, which took away the borough's ancient dignities but offered sea-bathing to restore its fallen fortunes. The records of the Corporation are now in the East Sussex Record Office; a small but interesting accumulation of 718 items, beside five printed books, which is concisely described by Mr. Steer.

No records of the mediaeval borough survive, but a note in the earliest Court Book (5) shows that some fifteenth-century court rolls existed in 1573. The burgesses seem, like others, to have anticipated formal grants of authority; their charter from Henry VIII only sketches a constitution that probably existed already just as it formalized the borough's long-standing association with Hastings. By 1563 there is a reference to jurats, who were not mentioned in the charter, and they seem to have acted with the bailiff as J.P.s without a recorded Commission of the Peace, turning the Hundred Court into a General Quarter Sessions. In the eighteenth century the corporation was not so vitiated that it lost interest in its own elections, and, in 1795, the Riot Act was flourished, although it could not be read (174).

There are more than sixty items relating to parliamentary elections between the late seventeenth century and the Reform Act of 1832. The franchise in Seaford was actually broadened in the eighteenth century, by a decision that the vote fell to male householders paying scot and lot and not to the free burgesses alone, which reversed what might be thought the rule in electoral affairs then. There is nothing to show why Thomas Evans, vicar of Seaford, swore six profane oaths in 1790-91 (103), but he may have been indicted for them because, like some other townsmen, he resisted his assessments to the rates (558, 634). The town's progress toward the status of a sea-side resort is marked by some of the later documents, not least by the memorial (662) of c. 1880 calling for "such measures as may tend to render our town presentable and attractive for visitors". The collection includes two detailed estate maps of 1624 and 1740, which are topographically interesting. They are not included in the illustrations, but Mr. Steer has chosen six attractively ingenious drawings of Seaford in the nineteenth century, and a picture of the great cliff demolition of 1850, to round off his admirable hand-list.

GEOFFREY MARTIN

HANDLIST TO THE ASHBRIDGE COLLECTION ON THE HISTORY AND TOPOGRAPHY OF ST. MARYLEBONE.

By Ann Cox-Johnson, St. Marylebone Public Libraries Committee, 1959. vi + 215 p. (typewriter script).

It was a condition of the will of the late Arthur Ashbridge that the large and valuable collection of books, prints and other records, bequeathed by him to the St. Marylebone Borough Council, was to be kept "separate and intact and without addition". Thanks to this stipulation Miss Ann Cox-Johnson, Librarian in charge of the St. Marylebone Local History Collections, has been able to produce a complete catalogue of the collection.

In a brief introduction, it is explained that the Ashbridge Collection contains books, pamphlets, maps, water colours, prints, drawings, photographs, playbills, cuttings and even an Underground railway ticket, all relating to the borough of St. Marylebone. The entries relating to these extremely varied items have been arranged in a classified sequence in accordance with a special scheme devised by the author's predecessor as Local History Collection Librarian, Mr. John Kirby. This scheme owes a lot to Dewey, although the latter's main groups 1, 4 and 8 (relating to Philosophy, Philology and Literature respectively), have, since they have no place in the collection, been replaced by portions of the other Dewey groups. Thus Group 1 in the scheme contains Topography (from Dewey 9) and Architecture (from Dewey 7). Group 4—Economic and Commercial History—is lifted from Dewey 3, and Group 8 includes Arts (Dewey 7) and Education (Dewey 3). The rest of the scheme, though patterned generally on Dewey, is of course adapted to local needs.

The individual entries, under the heading of author, artist or title within the classified arrangement, contain a full bibliographical description of the item concerned, with a location symbol as well, so that the handlist is also a finding-list. Printed matter—books, pamphlets, cuttings and so on—is dealt with first in each class, being followed by illustrations—prints, drawings and photographs. Portraits are listed in Group B (Biography), which follows Group 9 in the classification scheme. They are arranged alphabetically by sitter, with sub-arrangement by artist. Portrait entries include brief biographical details of the sitter. No evaluations of books are given, but additional information is supplied in the case of certain prints, e.g. "St. Andrew, Wells Street . . . Moved stone by stone to Kingsbury, Middlesex".

There are two indexes. The first relates to artists and engravers and occupies six pages. It is followed by a general index which includes all personal names (subject as well as author), and all subjects and localities referred to in the body of the handlist, and fills nearly twenty-one pages.

The whole work has been carried out in a careful and painstaking manner, and it is a great pity that it has not been found possible to print and bind it in a more permanent form. Every effort has been made to set out the entries in as legible a manner as possible, but the typewriter script is irritating to the eye. The classification scheme is excellent for its purpose and bears comparison with the best of such local schemes. To Miss Cox-Johnson are due congratulations on the success of her work and deep appreciation of its value to all interested in St. Marylebone.

A perusal of the handlist reveals the richness of the Ashbridge Bequest as a local collection. It contains 66 maps of London—apart from local maps of St. Marylebone—from Morden, Lea and Browne of 1700 to Mylne of 1856, with "reconstructed" maps of earlier times. Marylebone Fields, Regent's Park, the Colosseum and the Zoological Gardens are dealt with in more than 120 items, ranging in date from 1760 to 1900. A number of plans and other papers relate to the City of London estate and the old Lord Mayor's Banqueting House.

There is a great deal of material on the successive parish churches of St. Marylebone and on the Proprietary Chapels, and there are various items relating to places of worship of six non-Anglican denominations. Manorial history and vestry records, turnpikes and poor relief, are all dealt with, not to mention such local specialities as Marylebone Gardens, Madame Tussaud's, Lord's and the M.C.C. and the numerous theatres and music-halls in the borough. The grimmer highlights of Marylebone history, like Tyburn Tree and the Cato Street Conspiracy, are also well covered.

JAMES L. HOWGEGO

THE SHIFFNER ARCHIVES: A CATALOGUE. Edited by Francis W. Steer. Lewes, East Sussex County Council, 1959. xvii + 126 pp., pl. 100 copies printed. 35s. (cloth-bound).

Chance circumstance and family settlements have split the archives of the Shiffner family into seven distinct groups, some deposited with the Sussex Archaeological Trust, some with the East Sussex County Council; a combined catalogue of the entire collection is clearly a necessary tool for any student wishing to work on it. Although the collection contains many interesting items, it is not of outstanding historical importance, and some may question the policy of producing the catalogue in the form of a printed book. However, the character of the archive might be held to justify special pleading for its publication; it contains records of property in many parts of England besides Sussex, and some even in New Jersey and Pennsylvania.

The collection is as wide in its chronological scope and general interest as in its geographical range; on the one hand, there are groups of thirteenth-century deeds and a letter of good advice from John Locke to a young man going down from Oxford, and, on the other, there are the papers relating to a bring-and buy sale held in 1952. The main strength of the collection lies in the eighteenth and early nineteenth centuries. Mr. Steer's Introduction to the catalogue gives a lucid, but detailed and well-documented, account of the families whose properties and records came to be united with those of the Shiffners; it is illustrated by a genealogical table of awe-inspiring size, clearly the result of a great deal of careful research. The catalogue is arranged according to the present location of the records, but the list of contents at the beginning brings together references to single classes of records which have been divided between the various deposits.

The book as a whole is handsomely produced, although the lack of any blank pages between the title-page, the list of contents and the Introduction, gives the opening an unhappily cramped appearance; also it might be felt that the catalogue deserved to be printed on a better quality paper. But these are minor criticisms, and doubtless the hope of becoming the subject of such a book as this will make the landed families of Sussex the more ready to entrust their archives to Mr. Steer's keeping. If it has this effect, its publication will be amply justified.

P. D. A. HARVEY

IRON IN THE MAKING: DOWLAIS IRON COMPANY LETTERS, 1782-1860. Edited by Madeleine Elsas.

Published jointly by the County Records Committee of the Glamorgan Quarter Sessions & County Council and Guest Keen Iron & Steel Company Limited, 1960. xix + 247 pp., 8 pls. 10s. 6d.

The Dowlais Iron Company, predecessor of Guest Keen Iron & Steel Company Ltd., was formed in 1759. It seems to have preserved its records with particular care, and, in 1955-56, over half a million items, mainly of correspondence, were deposited in the Glamorgan Quarter Records Office. Now, to mark the bicentenary of the firm's foundation, the present Company and the County Records Committee have jointly published this volume of some 650 letters and extracts, chosen from nearly 90,000 items of correspondence which survive from the first hundred years of the firm's existence. This collaboration, apparently the first of its kind, is as significant as it has been fruitful, and it is to be hoped that it will encourage similar joint enterprises elsewhere.

The book does not set out to be a definitive edition of the letters or a full history of the firm in the style of, say, Baron de Worms' *Perkins Bacon Records*. The Introduction and two genealogical tables give a succinct account of the Guest and Lewis families—which provided the firm's principal partners in this period—but this is simply a necessary background to the letters, which are arranged in the book under topics which they illustrate: 'Masters and Men,' 'Transport and Communications,' 'Politics' and so on. The variety of subjects touched on is extraordinary and there can be few students of this period who will not find some items of specialist interest; particularly notable are the letters dealing with labour relations and with the railways. The plates—plans, portraits and early photographs—are well chosen and are full of interest. The index of correspondents, excellently conceived with concise biographical notes, shows how wide the volume's scope is, for it includes such names as I. K. Brunel and Lord Palmerston, as well as Thomas Rees (smith) and William Thomas (labourer).

The letters printed have necessarily been selected as of particular interest, rather than as a typical sample of the correspondence; thus there are a number of letters of complaint about the quality of the firm's products, but hardly any from the satisfied customers who must always have been in the majority. Few of the letters form consecutive series, and one is often left tantalizingly in the dark about the outcome of the matters mentioned. This is both the book's strength and its weakness.

One suspects that it will bring many more historians—both professional and amateur—into the County Record Office to work on the original papers, than any formal catalogue would do. Probably Miss Elsas has already had visits from people living in Cardiff, anxious to satisfy the curiosity that some of the extracts seem almost intended to arouse. But most of the historians who read the book will not be living close at hand, and there is the danger that some will give way to the temptation to use the printed material as it stands, divorced from context and thus, inevitably, more or less out of perspective. But although it lies open to this abuse, the solution that Miss Elsas offers to the difficult problem of publishing modern business archives is an impressive one, which deserves close consideration.

Certainly she has provided the historically minded with a fascinating bed-side book. It is as entertaining as it is stimulating and informative, and its picture of the iron industry in this period should interest many readers besides historians and archivists. At its remarkably low price—it must be heavily subsidized—it can be recommended as a bargain, as well as for its historical value.

P. D. A. HARVEY

HISTORICAL MANUSCRIPTS COMMISSION. BULLETIN OF THE NATIONAL REGISTER OF ARCHIVES, NO. 10.
H.M.S.O., 1959. 35 p. (paper-bound).

Since it was first issued in November, 1948, the *Bulletin* of the National Register of Archives has undergone many significant changes. The second issue contained an eight-page item, *Notes on certain important reports* which, three issues later, doubled its size and changed its name to *Summaries of Selected Reports*; this feature subsequently occupied the greater part of each issue. In 1955, the Historical Manuscripts Commission took over from the Institute of Historical Research the publication of *Lists of Accessions* and these, at first printed in special numbers of the *Bulletin*, are now issued as separate publications of the Commission.

With the publication of the latest issue of the *Bulletin*, the tenth, we learn that summaries of all reports received are to be printed in the Commission's *Annual Reports*. Naturally these summaries will be too brief to give more than a vague indication of the content of an archive group and so the National Register of Archives has conceived the happy idea of publishing in its *Bulletin* a series of articles on the more outstanding groups inspected by it or on its behalf. The issue under review includes articles on, among others, the Dufferin papers, now deposited in the Public Record Office of Northern Ireland; manuscripts at Dunster Castle, some of which were catalogued by William Prynne in 1650 during his imprisonment there; the extensive archives of the Winn family of Nostell Priory and Land drainage records of West Norfolk.

This series will undoubtedly prove valuable to students and librarians as well as to archivists, since not only will it act as a guide to the content of an archive but may even suggest new avenues of research. The value of the series as a guide would be considerably increased if the *Bulletin* were to print a cumulative index to the articles after four or five issues.

Other features which are retained in this changed issue are the *Registrar's Notes* and *County Activities*, both of which testify to the important work that is being carried out by the National Register of Archives.

ANTONIA BUNCH

LOCAL HISTORY ESSAYS. SOME NOTES FOR STUDENTS. By Robert Douch and Francis W. Steer.
University of Southampton, Institute of Education, (1960). 12 pp. 6d.

These notes were originally designed for the use of student-teachers in the University of Southampton, but are also intended to help training college students in other parts of the country, as well as undergraduates, members of adult education classes, and sixth-formers who are writing essays on local history. Advice is given on the object of such essays, on choosing a subject, on subjects involving the use of original documents, on collecting information, and on the writing and presentation of the essay.

One free copy of this pamphlet is available to any repository on application to the Institute of Education.

W.K.

FORT WILLIAM—INDIA HOUSE CORRESPONDENCE AND OTHER CONTEMPORARY PAPERS RELATING THERETO (PUBLIC SERIES). vol. XIII: 1796–1800. Edited by P. C. Gupta. Delhi, Manager of Publications, Government of India, 1959. xli + 593 pp., 12 pls. 37s.

This volume of the Fort William—India House correspondence contains the relevant records of the Public Departments (including those of the so-called Separate Department and Law Department), for the last four years of the eighteenth century. The records are mainly concerned with the trading functions of the East India Company and, in particular, with the sale of salt and opium, in both of which commodities the Company exercised a monopoly. As one would expect, there is a great deal of material relating to the Company's administration and, perhaps less expectedly, much relating to the collection of information on the country's topography, history and literature. The volume is, as usual, furnished with a useful introduction. lists of the Company's directors, etc., explanatory notes, a bibliography and index.

WILLIAM KELLAWAY

YAD WASHEM REMEMBRANCE AUTHORITY OF THE DISASTER AND HEROISM, AND YIVO INSTITUTE
FOR JEWISH RESEARCH: JOINT DOCUMENTARY PROJECTS. Announcing *The Bibliographical
Series*. New York, 1960. Crown 4to., 29 pp.

In 1954, Yad washem—an organisation for publishing records of the Jewish resistance and the Nazi persecutions and massacres in Central Europe—concluded with YIVO, the Institute of Jewish Studies in New York, an agreement to publish jointly a series of bibliographies covering the events of 1933–1945. The present brochure, while generally reporting on the progress of the work, is in the form of an outline, giving the contents of the twenty-two chapters of a comprehensive bibliography to appear shortly, entitled *Guide to Jewish History under Nazi Impact* by Jacob Robinson and Philip Friedman, obtainable from the YIVO institute, 1048 Fifth Avenue, New York 28, N.Y., at \$15. The brochure is bilingually produced, in English and Yiddish—the former Jewish vernacular of Central Europe. It is clear that the work here announced will form an important instrument of documentation and historical research.

RICHARD D. BARNETT

The Society's Chronicle

ANNUAL CONFERENCE, LEICESTER, APRIL 29th - 30th

'Semper Eadem', after-dinner speakers reminded us, is Leicester's staunch motto. To all who attended the Conference this must mean, if interpreted literally, a Leicester always gay in Spring sunshine, always hospitable, ever crowded with such a wealth of interesting things as a two day visit could never do full justice to.

The Conference began with a visit to the County Record Office, a converted house in tree-lined New Walk, with a modern muniment room built in the garden. The Office was in its 'working-dress', no special display having been put on. Members were able to wander at will through Search Room and Repair Room, admire the Kodak half-plate camera and specialist enlarger, noting the very good results obtained with that equipment, and so through the arcade to the windowless muniment room with its thermostatic control, as yet a little erratic, and Minerva fire-detection system.

After a pleasant coffee-break in the County Rooms the Society, some sixty strong, settled into the imposing Council Chamber to hear a most authoritative paper on Record Photography by Det. Sergt. J. B. Bremner. Though the Detective-Sergeant's photographic researches had originally been made in order to catch the modern forger, the knowledge he had thus acquired in all methods of photography and document reproduction, from Copycat to ultra-violet and infra-red, on cameras, lighting angles, papers and developers, had proved not infrequently useful to archivists.

The Friday afternoon session opened, still in the Council Chamber, with a brief business meeting. On the Chairman's reading a letter from our President, Sir Hilary Jenkinson, a resolution was passed regretting, though sympathetically understanding, his inability to attend. The report from Council was followed, during Any Other Business, by an impassioned plea on behalf of those counties in danger of dismemberment as a result of the recommendations of the County Boundaries Commission. The business meeting concluded with cordial votes of thanks to the Lord Mayor and Corporation of Leicester, to Sir Robert Martin and the Leicestershire County Council and all who had extended hospitality to the Society and laboured for the success of the Conference. Then followed two excellent papers, by Dr. Martin on "The Origins of Borough Court Rolls" and Dr. Everitt on "The Civil War and its sources", the latter paper very nicely balancing the former by its emphasis on county records. The papers were followed by a charming address of welcome by Sir Robert Martin, Chairman of the County Council, after which the Society did full justice to the tea which he had so hospitably provided.

The Society's dinner on Friday evening could not have had a more attractive setting than Leicester's historic Guildhall, and we were happy to have given our guest, the Deputy Mayor, an opportunity of dining there for the first time ever, though regretting that a previous engagement prevented the Lord Mayor and Sir Robert Martin from being present.

Saturday was a crowded day of delight: from the gracious eighteenth century Belgrave Hall to the Newarke Houses with their wealth of exhibits illustrating Leicester's history, to a provocative paper by Mr. Chinnery, Keeper of Archives in the City Museum, to the Lord Mayor's Reception and Lunch. Not until we settled into coach or car for the drive to Belvoir Castle was there time to draw breath. At the castle His Grace the Duke of Rutland introduced us, with justifiable pride, to his richly endowed and well-kept muniment rooms, half the party at a time being shown these while the other half wandered through the State rooms, where some manuscripts are always on display amongst other historic exhibits. The Society cannot too warmly thank the Duke for his kindness, nor too much commend Dr. Parker, Mr. Clarke and Mr. Chinnery for their efficient organisation of a most interesting conference.

LESLEY M. SMITH

JOHN BROADBENT MORGAN, B.A., T.D.

J. B. Morgan who died in hospital in Belfast on 17th April, 1960, aged 38, was an Assistant Archivist in the Public Record Office of Northern Ireland since 1956 and had formerly worked in Local Record Offices in England. During the war he served in the Royal Corps of Signals and afterwards as a Captain in the Territorial Army was awarded the T.D. He graduated at Southampton in 1950 and took a diploma in Archive Administration at Liverpool in 1951. He then compiled two excellent calendars of the Borough Archives at Andover and Basingstoke and in 1952 was appointed an Assistant in the Ipswich and East Suffolk Record Office. From 1953 to 1956 he was the first Borough Archivist of Southampton.

Although he stayed at Ipswich less than a year, his appointment was never regretted by those who made it, for in that time he did literally three times the amount of work which would normally have been expected of an Assistant. His energy and application were phenomenal.

At Southampton he found the ancient records of the Corporation in total disorder (the result of hasty removals during the war) and the modern records arranged and indexed haphazardly. Within a month of his appointment he had reassembled the scattered records and listed and dated the 15th and early 16th century Petty Customs and Brokage Accounts: a task which required of him not only great patience, but also scholarship and skill.

By exhibitions (no less than four between May and August 1953), talks and visits he rapidly increased the number of important deposited collections. In fact, in three years he did all that was humanly possible, often working well beyond the normal hours, to ensure that Southampton had a Record Office upon which the administration could rely and to which the townspeople as well as scholars could come, confident of receiving courtesy and help offered with interest and enthusiasm. In the words of his successor "I have really done no more than develop the Office along the lines so clearly and firmly laid down for me by J. B. Morgan." He was also joint editor of *Collected Essays on Southampton* (1958), he himself contributing the chapter "Southampton from the Norman Conquest to 1300". At the time of his death he had almost completed an edition of the St. Deny's Priory Cartulary for the Southampton Record Series and it would be fitting if the volume were published as a memorial to him. As Secretary of the Friends of Old Southampton he organised archaeological excavations of the Saxon and Norman town.

In Belfast he continued to drive himself unsparingly. He never objected to any work, however grubby or disagreeable: he collected and catalogued almost single-handed and with his usual self-effacing efficiency, the Poor Law Records of some 27 Unions and five furniture van loads of papers of the Downshire, Londonderry and Dufferin and Ava estates. As well as this he re-organised the repair section and designed several new stores.

He was enormously enthusiastic for things mediaeval and it is sad that his last years were spent in a land barren for the mediaevalist (and alien to his radical spirit) where he could not but feel that his real talent as a mediaevalist was wasting. Hampshire was his spiritual home and all the time that he was in Ulster his roots were drawing him back to where he was born, educated and worked: in his last years his mind may have been on Ulster but his heart was in Hampshire.

To his colleagues he was endlessly kind and almost excessively unselfish in his forbearance and never was this more apparent than in his last eight months when he was in agony.

(Contributed by D. Charman, Ipswich; B. C. Jones, Southampton; K. Darwin, Belfast.)

Changes in the Members' List

NEW MEMBERS

U.K.

Members

LANCASTER, Miss J. C., M.A., F.S.A., F.R.Hist.S. A.L.A., India Office Library, Commonwealth Relations Office, King Charles Street, London, S.W.1. (Commonwealth Relations Office).
TOBIN, Mrs. E. M., B.A., 5 Robertson Way, Malpas, Newport, Mon. (Glamorgan C.C.).

U.K.

Associate Members

HALL, Miss S., M.A., County Record Office, Shire Hall, Cambridge (Cambridgeshire C.C.).

RESIGNATIONS

U.K.

AWTY, B. G., B.A.
HOOD, Mrs. E. C.

KELLAWAY, Wm., M.A., F.L.A.
TRAINOR, B., B.A.

MORGAN, J. B. B.A., T.D., deceased.

COMMONWEALTH

KULA, S., B.A.

AMENDMENTS

U.K.

BARRATT, Miss D. M., B.A., D.Phil., address now 27 Chalfont Road, Oxford.
DELL, R. F., B.A., address now County Record Office, Pelham House, Lewes, Sussex, now employed by East Sussex C.C.
ELLIS, Roger, H., M.A., F.S.A., F.R.Hist.S., address now Historical Manuscripts Commission, Quality House, Quality Court, Chancery Lane, London, W.C.2.
HARRISON, Miss A., B.A., address now County Record Office, Shire Hall, Warwick, now employed by Warwick C.C.
McGRATH, Mrs. A. M., address now Flat 9 Faircroft, 5 Westwood Hill, Sydenham, London, S.E.26.
MASTERS, Miss B. R., B.A., address now Record Office, Guildhall, Portsmouth, now employed by Corporation of Portsmouth.
RIDLEY, Miss M. R. C., B.A., address now c/o County Record Office, The Castle, Exeter, Devon, now employed by Devon C.C.
STEER, F. W., F.S.A., F.R.Hist.S., now M.A.
WAKE, Miss J., M.A., F.S.A. now C.B.E.
WATCHORN, K. F., M.A., address now Record Room, County Hall, London, S.E.1.

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ARCHIVES

The Journal of the British Records Association

Records of the Trade Union Movement: by E. J. Hobsbawm

The Publication of English Records: Some reflections on Mr. Mullins's *Texts and calendars*: by G. D. Ramsay

Annual Conference

Reaping from Archives in an Archaeological Famine: by M. Ena Rayner

The Banishment of Latin from the Public Records: by R. E. Latham

The Papers of Lord Robert Loftus: by John Ainsworth

Review article: Some Home Thoughts for the English Archivist from Abroad:
by G. R. C. Davis

Report and Comment Book Reviews Publications Received

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c/o India Office Library,
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2. *"Marriage is popular because it combines the maximum of temptation with the maximum of opportunity" ...*
3. *"If microfilm did not exist, it would be necessary to invent it." ...*

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1. Mark Twain
2. Bernard Shaw
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